Welcome to

Overview

Agenda

- ✓ Policy
- ✓ Roles and Responsibilities
- ✓ Workflow
- ✓ Ratings and Narratives
- ✓ Report, Helpful Hints
- ✓ Online Resources and Points of Contact

What is CPARS?

Contractor Performance Assessment Reporting System (CPARS)

Web-enabled application that collects and manages a library of automated contractor report cards

- ✓Two Modules Within CPARS
  - Contractor Performance Assessment Reporting System (CPARS) Module – Systems, Operations Support, Services, Information Technology, Architect-Engineer and Construction
  - Federal Awardee Performance and Integrity Information System (FAPIIS) Module

Why Evaluate Contractor Performance?

Office of Federal Procurement Policy (OFPP) and Federal Acquisition Regulation (FAR) Require:

Collection and Maintenance of Past Performance Information for Use in the Award Decisions for Competitive Acquisitions

Regulatory Requirements

- ✓**FAR 42.1502**
  - Past Performance Evaluations Prepared:
    - At Least Annually
    - At Time Work Under Contract or Order is Completed
  - Past Performance Information Shall Be Entered Into CPARS
- ✓**FAR 42.1503**
  - Evaluation Factors
    - Technical
    - Cost Control
    - Schedule
    - Management
    - Small Business Subcontracting
    - Other

Regulatory Requirements (cont.)

- ✓**FAR 42.1503**
  - Evaluation Ratings Definitions
  - Evaluations Automatically Transmitted to Past Performance Information Retrieval System (PPIRS)
  - Agencies Shall Use PPIRS Information in Source Selections
    - Within 3 Years of Contract/Order Completion
    - 6 Years for Architect-Engineer and Construction
  - Past Performance Information Shall be Entered Into CPARS
- ✓**FAR 15.304**
  - Past Performance Shall be Evaluated in All Source Selections for Negotiated Competitive Acquisitions Expected to Exceed Simplified Acquisition Threshold

Guidance for CPARS Document

http://www.cpars.gov

- ✓Guidance
- ✓Applicability and Scope
- ✓Responsibilities Assigned
- ✓CPARS Timeline and Workflow
- ✓Frequency and Types of Reports
- ✓Administrative Information
- ✓References
- ✓Business Sectors
- ✓Rating Definitions
- ✓Instructions for Completing a CPAR

Available at www.cpars.gov on Guidance Tab

Need for Improvement

- ✓OFPP, Government Accountability Office (GAO), and Department of Defense (DoDIG) Inspector General Reviews/Audits
  - Eligible Contracts Not Being Registered in CPARS
  - Performance Reports Not Being Entered in CPARS in a Timely Manner
  - Narratives of Insufficient Detail to Show that Ratings are Credible and Justified

Need to improve quantity and quality of information available in PPIRS so that source selection officials have greater confidence in reliability and relevance of

This class will help you avoid these pitfalls.

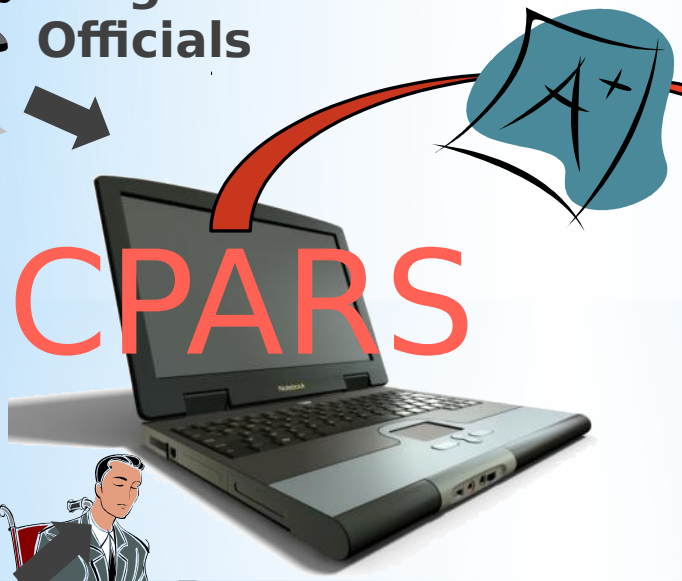
PPIRS Compliance Metrics

- ✓ Office of Management and Budget (OMB) Memo *"Improving the Collection and Use of Information About Contractor Performance and Integrity"* Dated March 6, 2013
  - 100% Annual Performance Reporting Target for Fiscal Year (FY) 2015
- ✓ Summary of PPIRS Compliance Reports in Guidance for CPARS Document

Past Performance Process Overview

Government Contracting & Program Officials

Government Source Selection Officials



Contractor Representative

Contractor Senior Management

CPARS Primary Objectives

- ✓Ensure Current, Complete, and Accurate Information on Contractor Performance Available for Use in Source Selections
- ✓Support Best Value Source Selection Decisions – Awards for Proven Performers
- ✓Provide Up-To-Date Documentation of Contractor's Ability to Provide Quality, On-Time Products and Services that Conform to Contractual Requirements
- ✓Motivate Improved Performance
- ✓Support Responsibility Determinations of Prospective Contractors

CPAR Evaluations

For Official Use Only/Treated as Source Selection Information IAW FAR 2.101, 3.104, 42.1503

- ✓Pre-Decisional in Nature
- ✓Protected Throughout Life Cycle
  - •Includes Working Papers
- ✓Accessible By:
  - •Government Personnel with Need to Know
  - •Contractor who is Subject of Evaluation
- ✓Not Releasable Under Freedom of Information Act (FOIA)
- ✓Retained in PPIRS for 3 Years After Contract Completion
  - •6 Years for A-E & Construction
- ✓No Longer Prohibited from Transmitting Evaluations via Email

Federal Dollar Thresholds

Business Sector	Dollar Threshold
Systems & Non-Systems	> Simplified Acquisition Threshold (SAT)
Architect-Engineer	≥ $35,000 All Terminations for Default
Construction	≥ $700,000 All Terminations for Default

Note: It is important that the correct Product or Service Code (PSC) is used when transmitting procurement data to the Federal Procurement Data System (FPDS) so the proper dollar threshold is reported to CPARS.

Department of Defense (DoD) Dollar Thresholds

Business Sector	Dollar Threshold
Systems	> $5,000,000
Non-Systems	
- Operations Support	> $5,000,000
- Services	> $1,000,000
- Information Technology	> $1,000,000
- Ship Repair & Overhaul	> $500,000
Architect-Engineer	≥ $35,000 All Terminations for Default
Construction	≥ $700,000 All Terminations for Default

Business Sectors

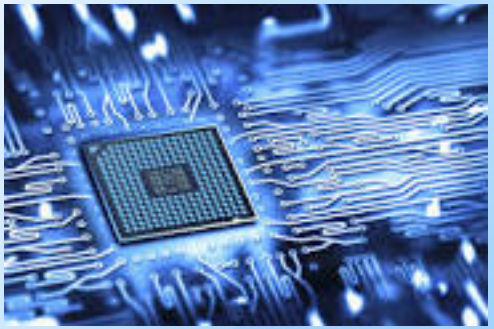
- ✓ Systems
  - Aircraft
  - Shipbuilding
  - Space
  - Ordnance
  - Ground Vehicles
  - Training Systems
  - Science and Technology
  - Other Systems

Dollar Threshold
DoD: > $5,000,000
Federal: >SAT

Business Sectors

- ✓Operations Support
  - Electronics
  - Ammunition
  - Mechanical
  - Electrical
  - Structural
  - Personnel Support
  - Facilities Equipment and Supplies
  - Vehicles and Related Equipment
  - Fuels

Dollar Threshold
DoD: > $5,000,000
Federal: >SAT



Business Sectors

- ✓ Services
  - Professional/Technical/Management Support
  - Facilities Services
  - Repair & Overhaul
  - Transportation and Transportation

Dollar Threshold
DoD: > $1,000,000
Federal: >SAT

Business Sectors

- ✓ Information Technology
  - Software
  - Hardware
  - Telecommunications Equipment or Services

Dollar Threshold
DoD: > $1,000,000
Federal: >SAT

Business Sectors

- ✓Science and Technology – Non-Systems
  - •Basic Research
  - •Applied Research
  - •Advanced Technology Development
- ✓Note: Excludes DoD Program Budget Accounts 6.1 Basic Research, 6.2 Applied Research, and 6.3 Advanced Technology Development
  - •DoD Contracting Officers Encouraged to Manually Register and Complete Ev... Science and Technology > $1,000,0...
    - •Consistent with Threshold for Services

Dollar Threshold
DoD: Not Required but Encouraged > $1,000,000
Federal: >SAT

Business Sectors

- ✓Architect-Engineer
  - Professional Services, as Defined by State Law, Required to be Performed or Approved by Licensed A-E
  - Examples:
    - Research
    - Planning
    - Development
    - Design
    - Construction
    - Alteration
    - Repair of Real Property

Dollar Threshold
All Agencies: ≥ $35,000
All Terminations for Default

Business Sectors

- ✓Construction
  - Construction, Alteration, Repair
  - Examples:
    - Buildings
    - Real Property
    - Bridges
    - Dams
    - Highways
    - Tunnels
    - Sewers
    - Docks
    - Piers

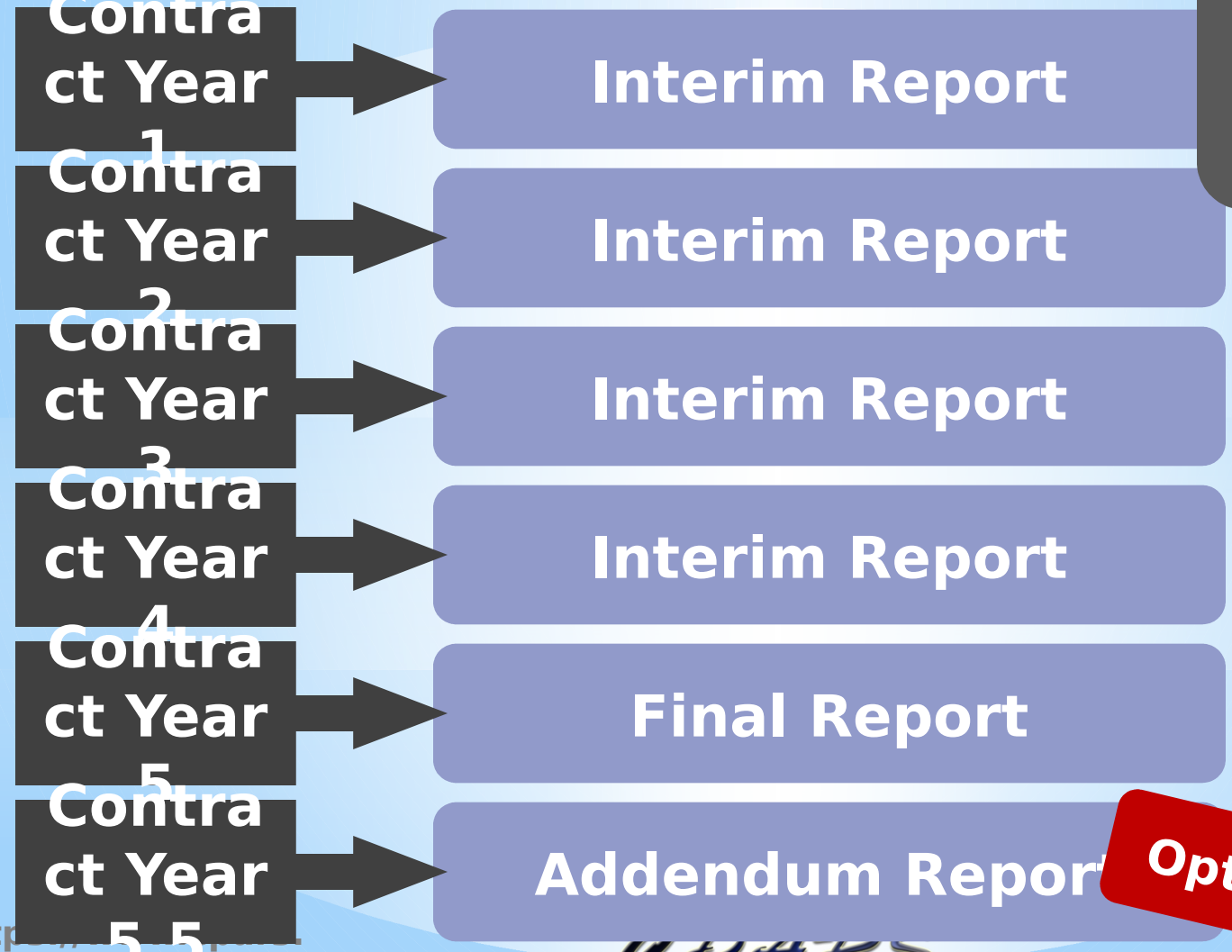
Dollar Threshold
All Agencies: ≥ $700,000
All Terminations for Default

Note Regarding Subcontractors

- ✓Evaluate **Prime Contractor** Performance ONLY
  - Do Not Evaluate Subcontractor Performance
  - Privity of Contract Between Prime-Sub
- ✓Acknowledge Subcontractor Effort
  - Critical Aspect or 25% or More of Effort
  - Include Sub's Name and DUNS
  - Address in Narrative
- ✓Address Prime's Ability to Manage Subcontractor

Reporting Frequency – 3 Year Contract

Reporting Frequency – 5 Year Contract



Perform Accuracy Check

Optional

Reporting Frequency
New Contracts/Orders (First Interim Report)

- ✓Required if Period of Performance > 365 Days
- ✓Not Required if Period of Performance < 365 Days
  - Write Final CPAR Only
- ✓Period of Performance Should be Consistent with Dates on FPDS Contract Action Report (CAR)
- ✓Initial Period of Performance Greater Than 12 Months Must be Approved by Contracting Officer
  - Coordinated with Contractor
  - Delayed Starts
  - Protests
  - Phase-In Periods

Reporting Frequency Annual Interim Report(s)

- ✓Update with Other Reviews
  - •Option Exercise
  - •Award Fee Determinations
  - •Program Milestones
- ✓Required Upon
  - •Change in Program/Project Management Responsibility
  - •Transfer of Contract, BOA, BPA to a Different Contracting Activity
  - •Shall be Started Prior to Transfer of Assessing Responsibility
- ✓Interim Period of Performance Greater Than 12 Months Must be Approved by Contracting Officer
- ✓Not Cumulative: Assess Only Performance Occurring After Last Evaluation Period

Reporting Frequency Final Report

- ✓Required at Contract Completion
  - Delivery of Final Major End Item
  - End of Period of Performance
  - End of Last Option Period Which Will be Exercised
- ✓Required Upon Contract Termination
- ✓Final Period of Performance Greater Than 12 Months Must be Approved by Contracting Officer
- ✓Not Cumulative: Assess Only Performance Occurring After Last Evaluation Period

Reporting Frequency Addendum Report

- ✓ Evaluate Contract Close-Out
- ✓ Evaluate Warranty Performance
- ✓ Evaluate Performance With Respect to Other Administrative Requirements
- ✓ Written at Government's Discretion

Addendum Reports are Optional

Reporting Frequency Administrative Reports

- ✓ Complete Administrative Report When No Contractor Performance Occurs During Evaluation Period
  - No Orders Placed
- ✓ Rate Management as “Satisfactory”
- ✓ Include Rationale for Issuing Administrative Report in Narrative
- ✓ Routed Through Normal CPARS Workflow

Reporting Frequency

All CPARs Are Due Within 120 Calendar Days After the End of the Evaluation Period

Contract Types
Single Agency Indefinite-Delivery Contracts

- ✓ One CPAR at Basic Contract Level Covering All Orders Under Contract

Contract 1 Order 1

Contract 1 Order 2

Contract 1 Order 3

CPAR 1

Orders Similar in Scope

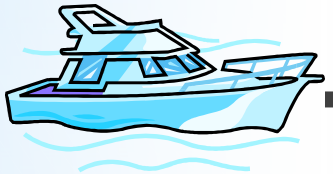
CPARS Contractor Performance Assessment Reporting System

Contract Types
Single Agency Indefinite-Delivery Contracts

✓ CPAR On Each Order Exceeding Threshold

Orders Not Similar in Scope

Contract 1 Order 1 → **CPAR 1**

Contract 1 Order 2  → **CPAR 2**

Contract 1 Order 3 → **CPAR 3**

Contract Types
Single Agency Indefinite-Delivery Contracts

- ✓Contracting Officer Determines if CPAR Completed on Base or Each Order Which Exceeds Threshold
- ✓Reporting on Base
  - Single Ordering/Requiring Activity Exists
  - If Report on Base, **NO** Orders Reported Individually
  - Contract Number in CPARS is Base Contract Number
  - Include Each Task/Delivery Order Number in Contract Effort Description
  - Provide Narrative of Contractor's Performance on

At a Minimum, if Aggregate Value of All Orders Exceeds Threshold, Complete Evaluation on Base.

Contract Types
Single Agency Indefinite-Delivery Contracts

- ✓ Reporting on Orders
  - If Base Not Evaluated, **ALL** Orders Meeting Threshold Must be Evaluated
  - Contract Number in CPARS is Base Contract Number, Order Number is Individual Task/Delivery Order Number

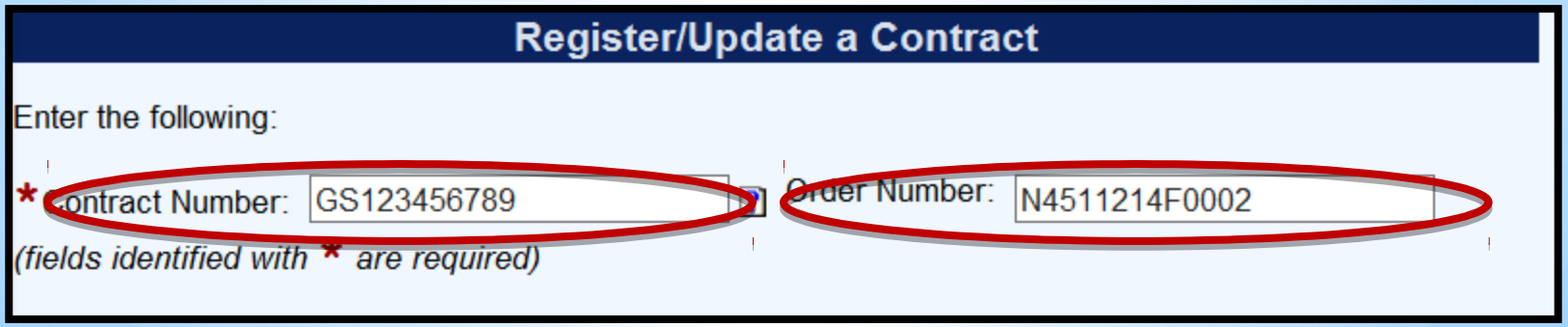
Contract Types
Orders Placed Against Another Agency's Indefinite Delivery Vehicle (IDV)

- ✓Includes:
  - Federal Supply Schedules (FSS)
  - Government-Wide Acquisition Contracts (GWACs)
  - Multiple Agency Contracts (MACs)
- ✓Assessing Official (AO) at Contracting or Requiring Activity Completes Separate Evaluation on Each Order Over Threshold
- ✓Period of Performance Based on Effective Date of Individual Order

Contract Types
FSS/GSA Orders, MACs, & GWACs

Contract Number = GSA Schedule # / MAC # / GWAC # (Required)

Order Number = Local Order Number (Required)



Contract Types
Contracts/Orders Written by Other Agencies

- ✓ Does **NOT** Include FSS, MACs, GWACs
- ✓ Requiring Activity and Contracting Activity in Separate Agencies
  - Written Agreement as to Which Agency is Responsible for Writing Evaluation Prior to Award
  - Specify Who Writes Evaluation in Contract/Order

Contract Types
Contracts/Orders Written by Other Agencies

- ✓OFPP Guidance
- ✓Requesting Agency (Agency Which Owns Requirement)
  - Track, Measure, Report Contractor Performance to Servicing Agency Contracting Officer
- ✓Servicing Agency (Agency Which Wrote the Contract)
  - Evaluate Contractor's Performance Taking Into Account Requesting Agency Input
  - Provide Evaluation to Contractor
  - Document Performance in Contract File
  - Input Data Into CPARS

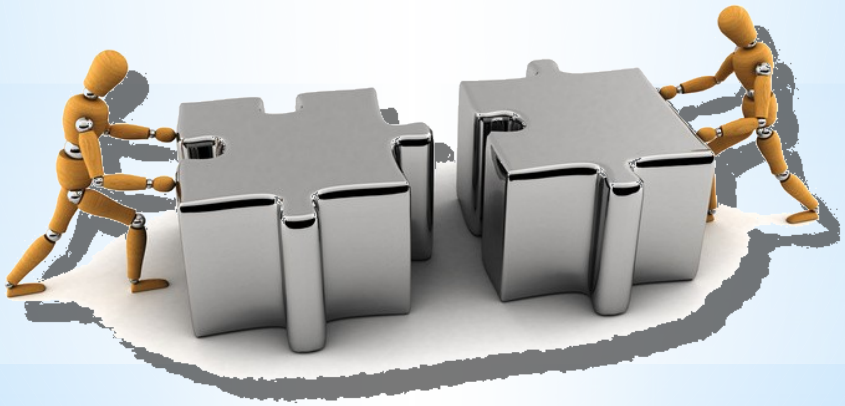
Contract Types
Basic Ordering Agreements (BOAs)
&
Blanket Purchase Agreements (BPAs)

- ✓ Complete Evaluation on **ALL** Orders/Calls Which Exceed Threshold

BOAs and BPAs are *agreements*, not *contracts*. The individual order or call placed against the agreement forms the actual contract that requires the contractor to perform. Thus, performance is evaluated at the order/call level.

Contract Types
Joint Venture

- ✓ Single CPAR Prepared on the Unique DUNS Number Assigned



Contract Types
AbilityOne Program

- ✓ DoD – CPAR Required on Award Under AbilityOne Program if Exceeds Threshold
- ✓ Federal – Exempt From CPARS Reporting

Contract Types
Classified & Special Access Programs

- ✓ CPARs for Classified Programs NOT Entered Into CPARS Automated System
- ✓ CPAR Processed in Accordance with Program Security Requirements
- ✓ CPAR Maintained and Distributed in Accordance with Agency Procedures

CPARS Roles

Focal Point/Alternate Focal Point (FP/AFP): Registers Contracts, Assigns Users, Provides Support

Assessing Official Rep (AOR): Assists Assessing Official in Preparing Evaluation

Contractor Rep (CR): Provides Comments

Assessing Official (AO): Sends Evaluation to Contractor Rep; Reviews Contractor Comments

Reviewing Official (RO): Resolves Disputes

CPARS Roles
Assessing Official (AO) Responsibilities

- ✓ Provide Names of Persons Requiring Access to CPARS to Focal Point (FP)

CPARS Roles
Assessing Official Rep Examples

- ✓ Technical Experts
- ✓ Contract Specialists
- ✓ Contracting Officer
- ✓ Contracting Officer's Representative/Alternate Contracting Officer's Representative
- ✓ Task/Order Monitor
- ✓ Administrative Contracting Officer
- ✓ [illegible]

Government Only Role

For Civilian Agencies, generally someone in Requirements Community. For DoD, generally someone from Contracting.

CPARS Roles Assessing Official Examples

- The Person Responsible for the Contracting or Execution of the Program, Project, Order
  - Contracting Officer
  - Program Manager or Equivalent
  - Integrated Product Team (IPT) Lead
  - Performance Evaluator
  - Quality Assurance Evaluator
  - Contracting Officer's Representative/Alternate Contracting Offer's Representative
  - Technical Team Requirements Personnel
  - Product/Service End User
  - Administrative Contracting Officer
  - Purchasing Agent

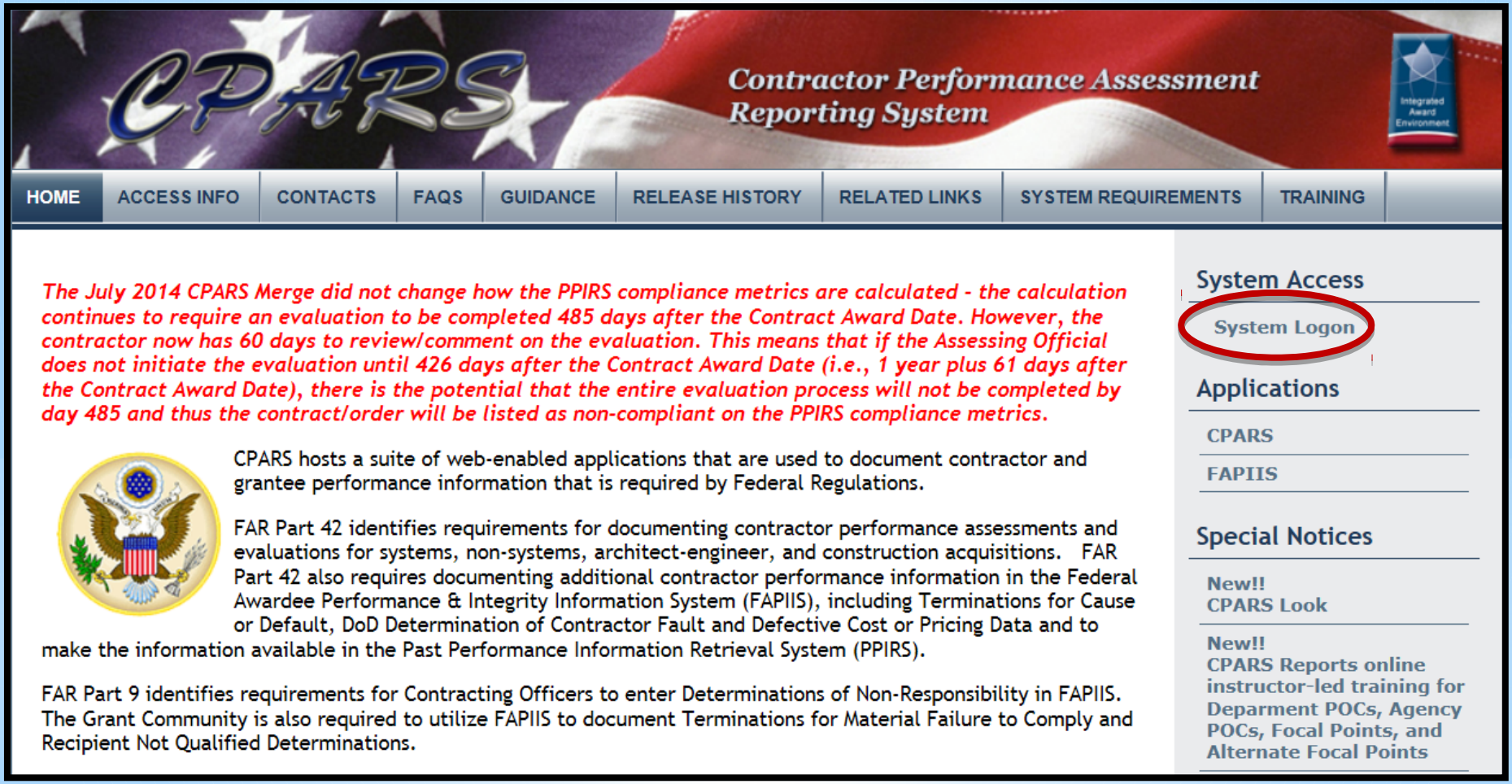
Government Only Role

For Civilian Agencies, generally someone in Contracting. For DoD, generally someone from Requirements Community.

Logging In

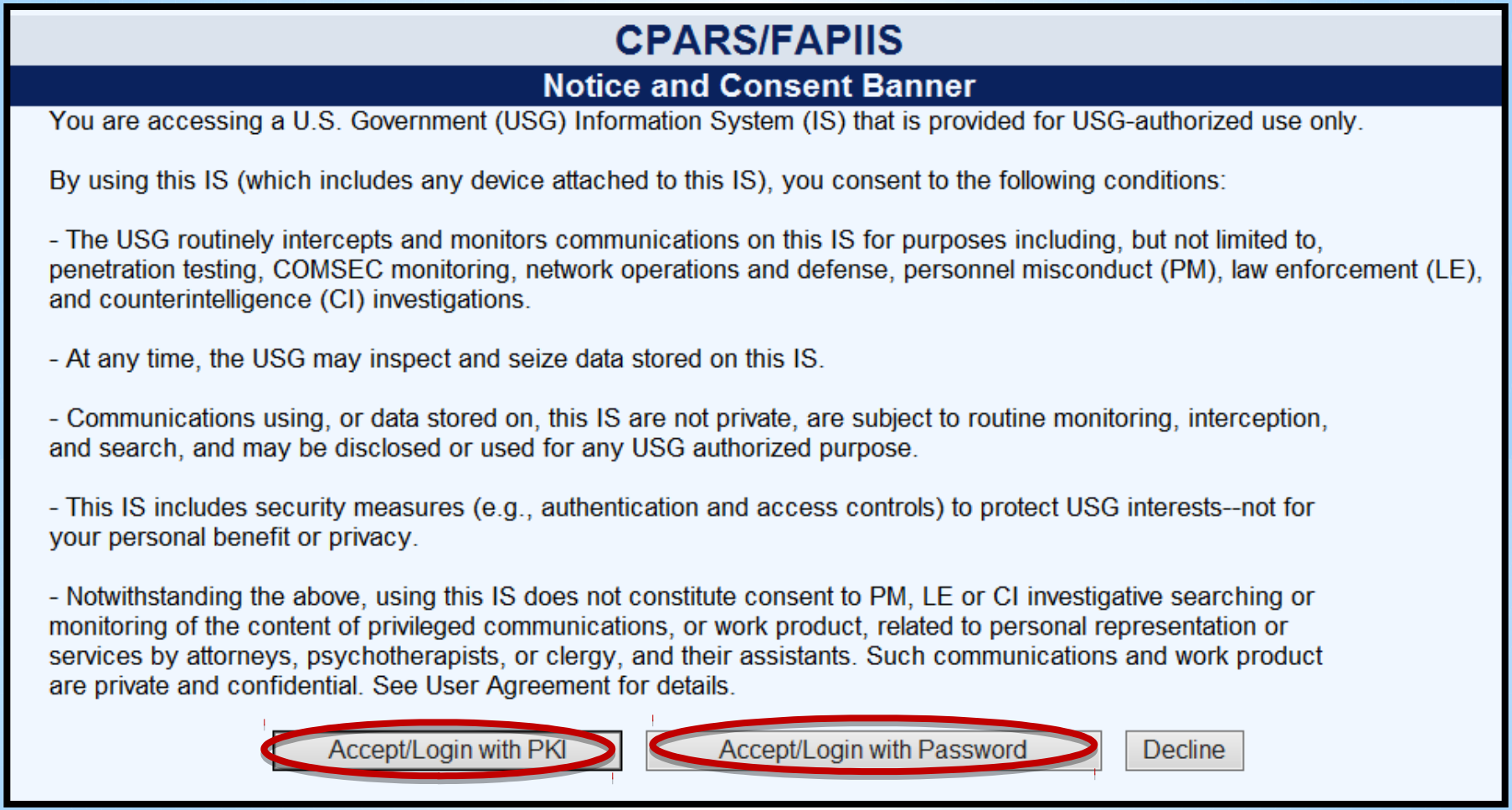
- ✓DoD Users or Federal PIV
  - User ID Required
  - PKI Certificate Required (CAC or PIV Card)
- ✓Non-DoD or Federal (No PIV)
  - User ID Required
  - Password Required
- ✓Contractor Users
  - User ID Required
  - PKI Certificate Encouraged
    - Purchase from External Certificate Authority
  - Password Required if No PKI Certificate

Logging In


CPARS
Contractor Performance Assessment Reporting System
HOME
ACCESS INFO
CONTACTS
FAQS
GUIDANCE
RELEASE HISTORY
RELATED LINKS
SYSTEM REQUIREMENTS
TRAINING
The July 2014 CPARS Merge did not change how the PPIRS compliance metrics are calculated - the calculation continues to require an evaluation to be completed 485 days after the Contract Award Date. However, the contractor now has 60 days to review/comment on the evaluation. This means that if the Assessing Official does not initiate the evaluation until 426 days after the Contract Award Date (i.e., 1 year plus 61 days after the Contract Award Date), there is the potential that the entire evaluation process will not be completed by day 485 and thus the contract/order will be listed as non-compliant on the PPIRS compliance metrics.
CPARS hosts a suite of web-enabled applications that are used to document contractor and grantee performance information that is required by Federal Regulations.
FAR Part 42 identifies requirements for documenting contractor performance assessments and evaluations for systems, non-systems, architect-engineer, and construction acquisitions. FAR Part 42 also requires documenting additional contractor performance information in the Federal Awardee Performance & Integrity Information System (FAPIIS), including Terminations for Cause or Default, DoD Determination of Contractor Fault and Defective Cost or Pricing Data and to make the information available in the Past Performance Information Retrieval System (PPIRS).
FAR Part 9 identifies requirements for Contracting Officers to enter Determinations of Non-Responsibility in FAPIIS. The Grant Community is also required to utilize FAPIIS to document Terminations for Material Failure to Comply and Recipient Not Qualified Determinations.
System Access
System Logon
Applications
CPARS
FAPIIS
Special Notices
New!!
CPARS Look
New!!
CPARS Reports online instructor-led training for Deparment POCs, Agency POCs, Focal Points, and Alternate Focal Points

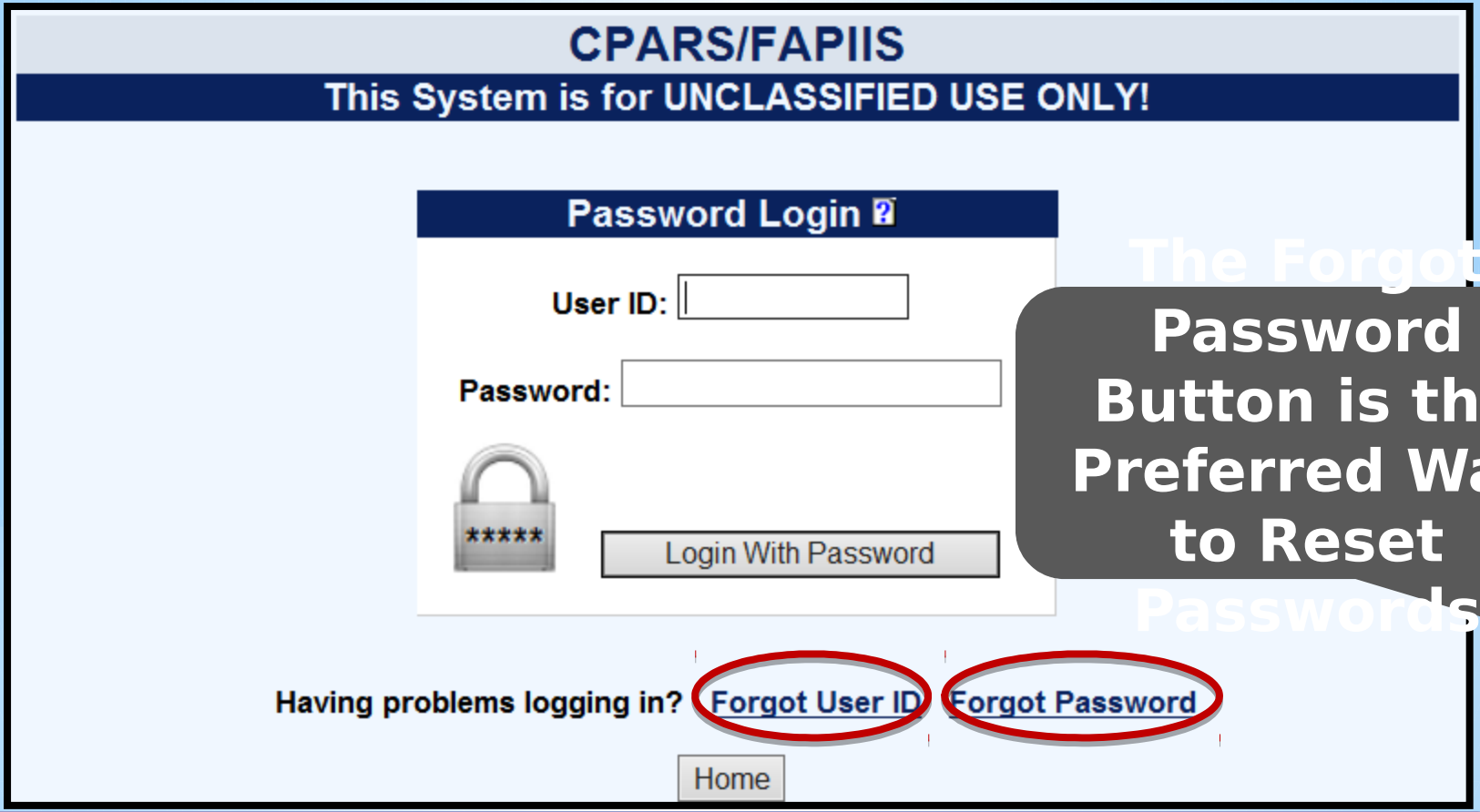
1. Visit https://www.cpars.gov
2. Select System Logon

Logging In


CPARS/FAPIIS
Notice and Consent Banner
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
Accept/Login with PKI
Accept/Login with Password
Decline

Click Accept/Login with PKI or Accept/Login with Password

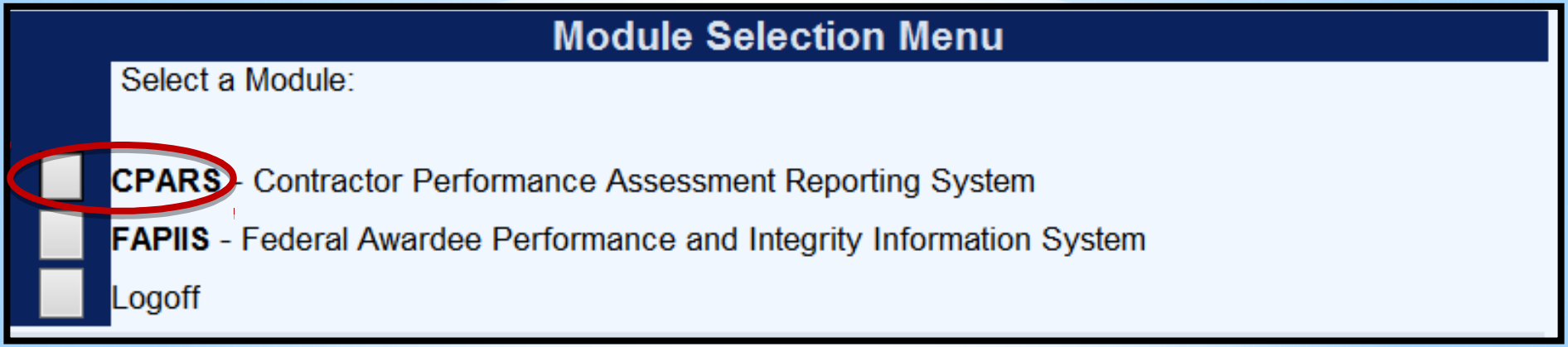
Logging In



The Forgot Password Button is the Preferred Way to Reset Passwords

First time logging in? Use the Forgot Password button to receive an email with a temporary password. Forgot your User ID? Use the Forgot User ID button to receive an email with your User ID.

Accessing CPARS


Module Selection Menu
Select a Module:
CPARS - Contractor Performance Assessment Reporting System
FAPIIS - Federal Awardee Performance and Integrity Information System
Logoff

1. After Logging in with User ID, Select CPARS Module

CPARS Workflow

1

Within 30 Days of Contract Award

FP/AFP Registers Basic Contract Information

Automated Contract Registration

- ✓Focal Point/Alternate Focal Point Only
- ✓If Contract/Order is in Federal Procurement Data System (FPDS) and Meets the Reporting Threshold, it Must be Auto Registered
- ✓Auto Register Within 30 Calendar Days of Contract Award
- ✓Auto Register Once per Contract Duration
- ✓Must Complete Organization Field

<u>Important Note:</u>
If Data Fields are Incorrect in Auto Register, They Must be Updated in FPDS

Manual Contract Registration

- ✓ FP/AFP/AO/AOR May Perform Manual Contract Registration
- ✓ Available in Limited Circumstances
  - Contract/Order Does Not Meet Reporting Threshold
  - Contract/Order Not Recorded in FPDS

<u>Important Note:</u>
If Contract/Order is Available for Auto Register, Manual Registration is Not Possible

CPARS Workflow

2

Immediately Following Contract Registration

Evaluation Appears on AOR/AO To Do List

CPARS

To-Do List

(Select a Contract Number below to complete the action required.)

[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
[Notes]	BARB0113C0009		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015
[Notes]	BARB0113C0020		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015
[Notes]	BARB0113C0057		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015
[Notes]	BARB0113C0154		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015
[Notes]	BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015

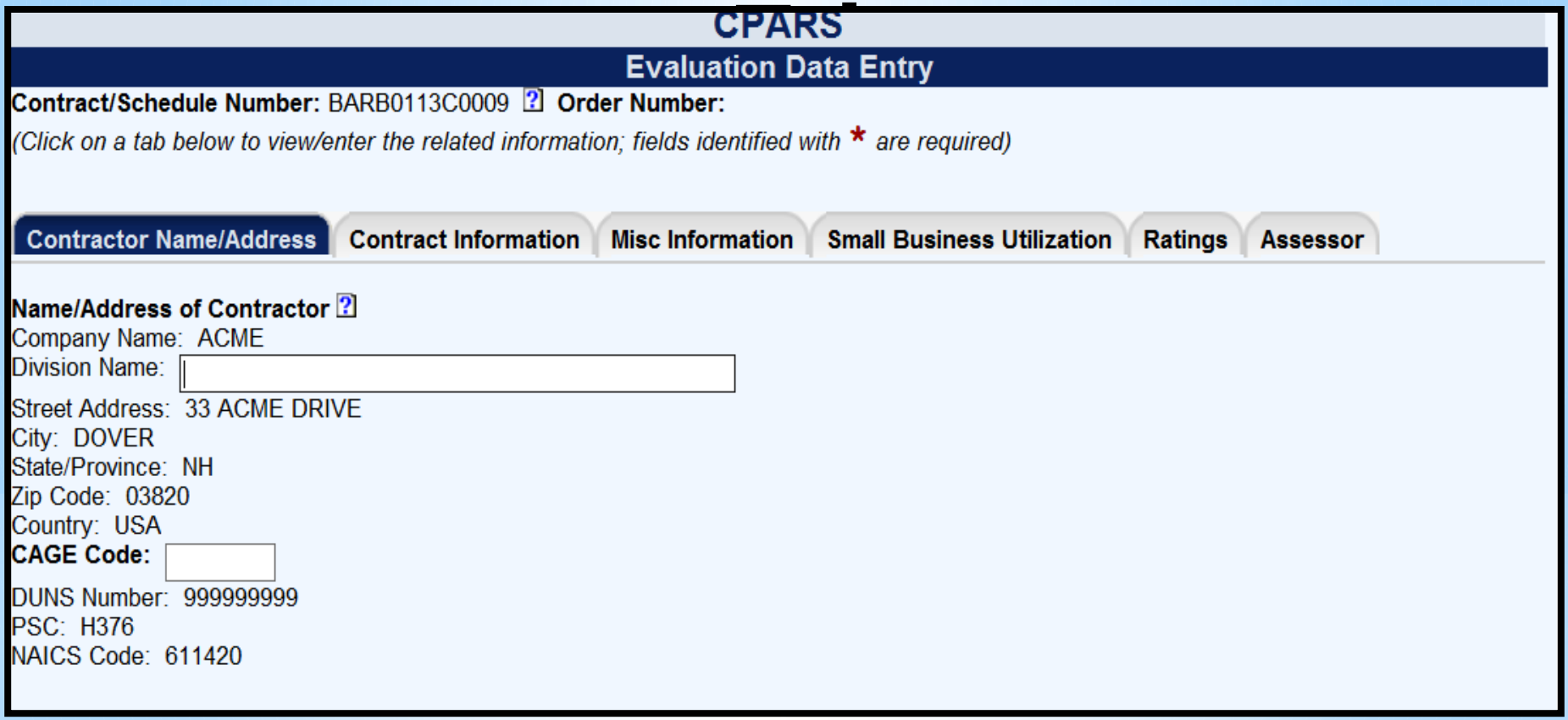
☑ - indicates notes have been entered

Return to the Main Menu

CPARS/FAPIIS, NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.0, Build Date : 07/09/2015 11:05:00
Phone : (207) 438-1690 Email Technical Support
View Guidance
View Training Opportunities View CPAR Quality Checklist

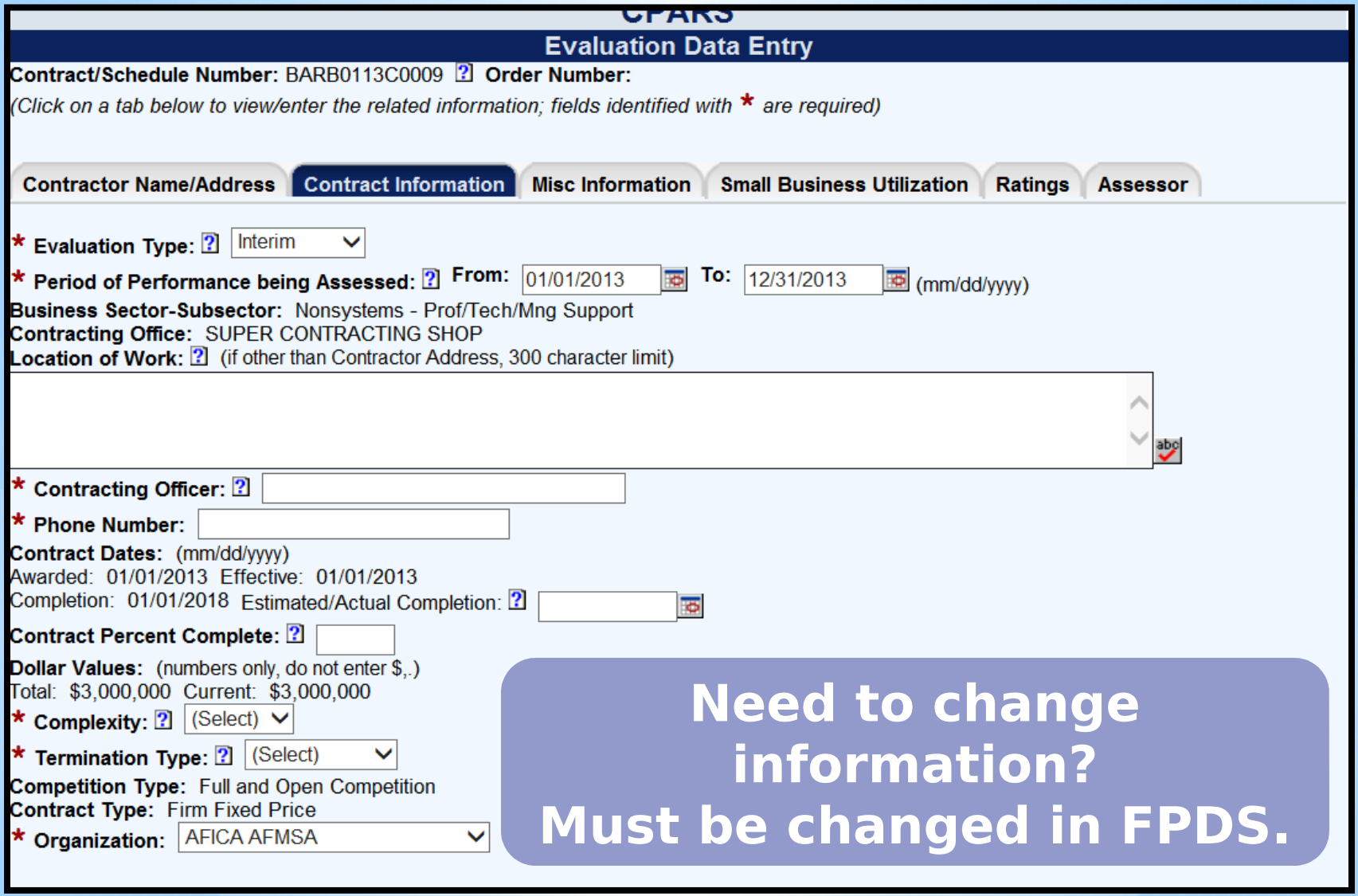
Accept/Login with PKI

Contractor Name/Address



Need to change information?
Must be changed in FPDS.

Contract Information Tab

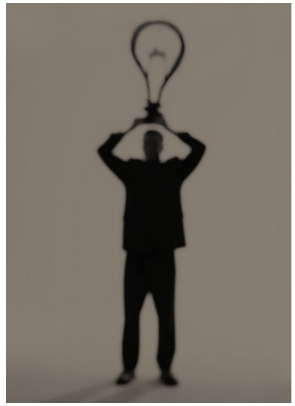

CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0009 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
* Evaluation Type: Interim
* Period of Performance being Assessed: From: 01/01/2013 To: 12/31/2013 (mm/dd/yyyy)
Business Sector-Subsector: Nonsystems - Prof/Tech/Mng Support
Contracting Office: SUPER CONTRACTING SHOP
Location of Work: (if other than Contractor Address, 300 character limit)
* Contracting Officer:
* Phone Number:
Contract Dates: (mm/dd/yyyy)
Awarded: 01/01/2013 Effective: 01/01/2013
Completion: 01/01/2018 Estimated/Actual Completion:
Contract Percent Complete:
Dollar Values: (numbers only, do not enter $,.)
Total: $3,000,000 Current: $3,000,000
* Complexity: (Select)
* Termination Type: (Select)
Competition Type: Full and Open Competition
Contract Type: Firm Fixed Price
* Organization: AFICA AFMSA
Need to change information?
Must be changed in FPDS.

Contract Effort Description Requirements

- ✓ Develop a Comprehensive Contract Effort Description

Contract Effort Description

- ✓ Complete Effort Description Identifying:
  - Key Technologies
  - Components
  - Subsystem Requirements
  - Complexity of Contract
  - Acronyms
  - Technical Terms
- ✓ Critical to Source Selection Officials
- ✓ Note Scope Changes Since Prior Evaluation



Enter Proposed Ratings Requirements

- ✓ Enter Proposed Ratings and Narratives
  - 24,000 Character Limit per Evaluation Area and General Comments
  - Current Ratings
  - Changes from Past Ratings

Ratings and Narratives

Narratives are the Most Important Part of the CPAR!

Ratings and Narratives
Rating Definitions (FAR 42.1503 Table 42-1)

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional	Exceeds Many – Gov't Benefit	Few Minor	Highly Effective
Very Good	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some – Gov't Impact	Serious; Recovery Still Possible	Marginally Effective; Not Fully Implemented
Unsatisfactory	Does Not Meet Most – Gov't Impact	Serious; Recovery Not Likely	Ineffective

Ratings and Narratives
Utilization of Small Business Rating Definitions (FAR 42.1503 Table 42-2)

Rating	Subcontracting Plan	ISR/SSR	Benefits / Impacts
Exceptional	Exceeded All Statutory Goals	Accurate & Timely	Multiple Significant Events of Benefit
Very Good	Met All Statutory Goals	Accurate & Timely	Significant Event of Benefit
Satisfactory	Good Faith Effort to Meet Goals	Accurate & Timely	Minor Problems; Major Problems w/ Corrective Action
Marginal	Deficient in Meeting Key Plan Elements	Inaccurate; Untimely	Significant Event Contractor Had Trouble Overcoming
			Multiple Significant

Utilization of Small Business

- ✓Evaluate When Subcontracting Plan is Required
  - Contracts
  - Orders Against BOAs, BPAs, GWACs, MACs
  - Single-Agency Task/Delivery Order When Contracting Officer Determines Appropriate
- ✓For Multi-Agency Indefinite Delivery Vehicles, Evaluated by Agency that Awarded Contract Unless Separate Small Business Subcontracting Goals in Each Order
  - Includes FSS, GWACs, MACs

Assessing Official Responsibilities

- ✓Use all means available, to include information from the contract file, to assist in documenting and evaluating the performance for periods during which the AO was not a participant in the contract performance and/or the AOR is no longer with the agency or program office to provide an assessment of the contractor's performance.

In other words, an evaluation is still required even if the AO who was there at the time of contractor performance is no longer available to write the evaluation!

Ratings and Narratives

Bottom Line:

Accurate and Complete CPARs Help Ensure Better Quality Products and Services!

CPARS Workflow

3

365 Days After Contract Award

AOR Enters Evaluation Ratings & Narratives*

AOR (If Assigned) Sends the Evaluation to the AO*

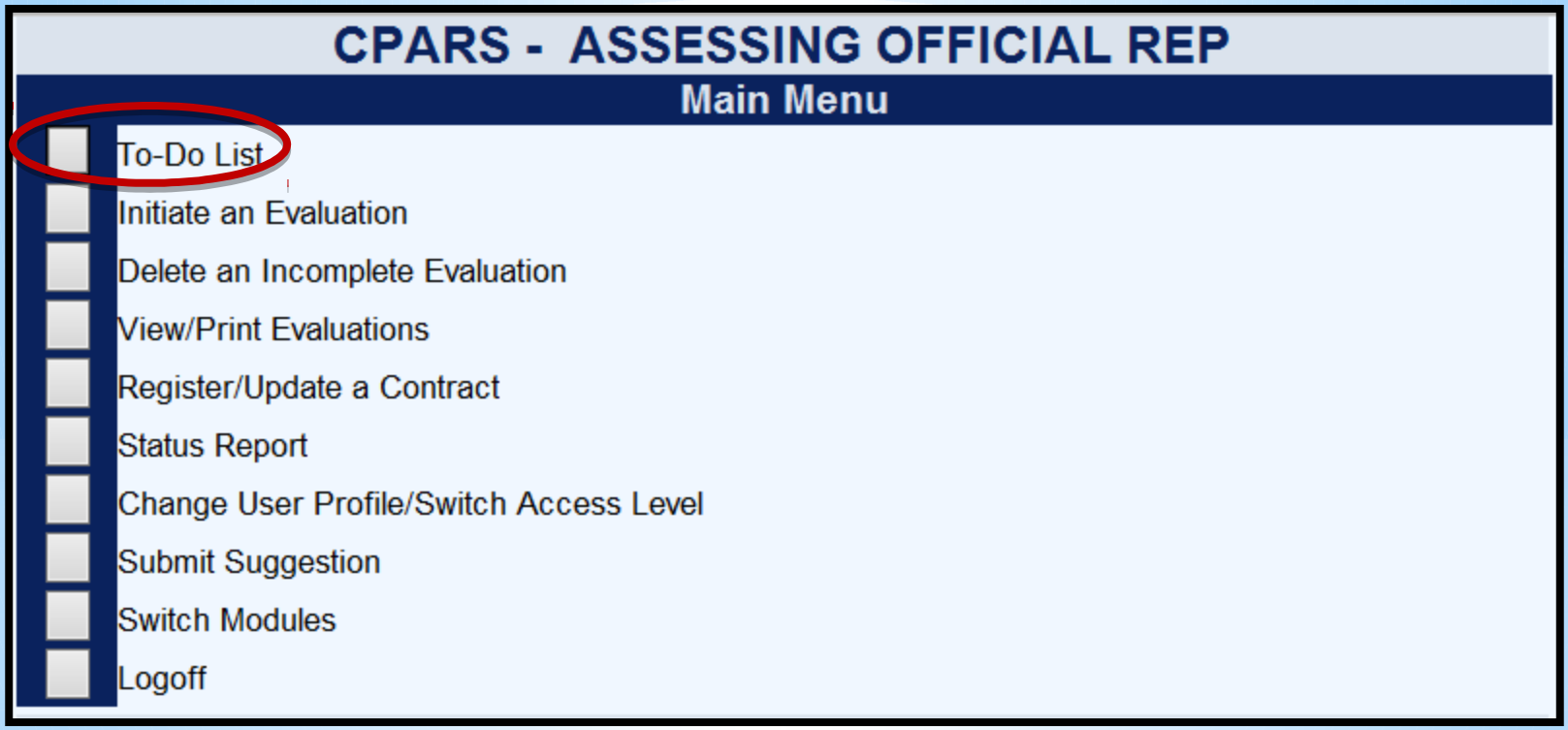
*** The AOR/AO Should Provide Sufficient Time for the Contractor's 60 Day Comment Period and Issue Resolution, if Required.**

Enter Proposed Ratings
Assessing Official Rep / Assessing Official Requirements

- ✓ Review Admin Info
  - Review Evaluation Type & Period of Performance – Modify if Necessary
- ✓ Initiate CPAR and Draft Evaluation
  - Ratings and Narratives
  - 24,000 Character Limit per Evaluation Area and General Comments
- ✓ Save and Notify Another AOR (if applicable)*
- ✓ Send to Assessing Official*

* Only Applies if AOR Initiates Evaluation

Enter Proposed Ratings



1. Select To-Do List

Accept/Login with PKI

Enter Proposed Ratings AOR To-Do List

CPARS

To-Do List

(Select a Contract Number below to complete the action required.)

[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
[Notes]	BARB0113C0009		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015
[Notes]	BARB0113C0020		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015
[Notes]	BARB0113C0057		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015
[Notes]	BARB0113C0154		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015
[Notes]	BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Update, Send to Assessing Official	07/13/2015

☑ - indicates notes have been entered

Return to the Main Menu

2. Click on Contract Number

Enter Proposed Ratings
AO To-Do List

CPARS

To-Do List

(Select a Contract Number below to complete the action required.)

[Spreadsheet]

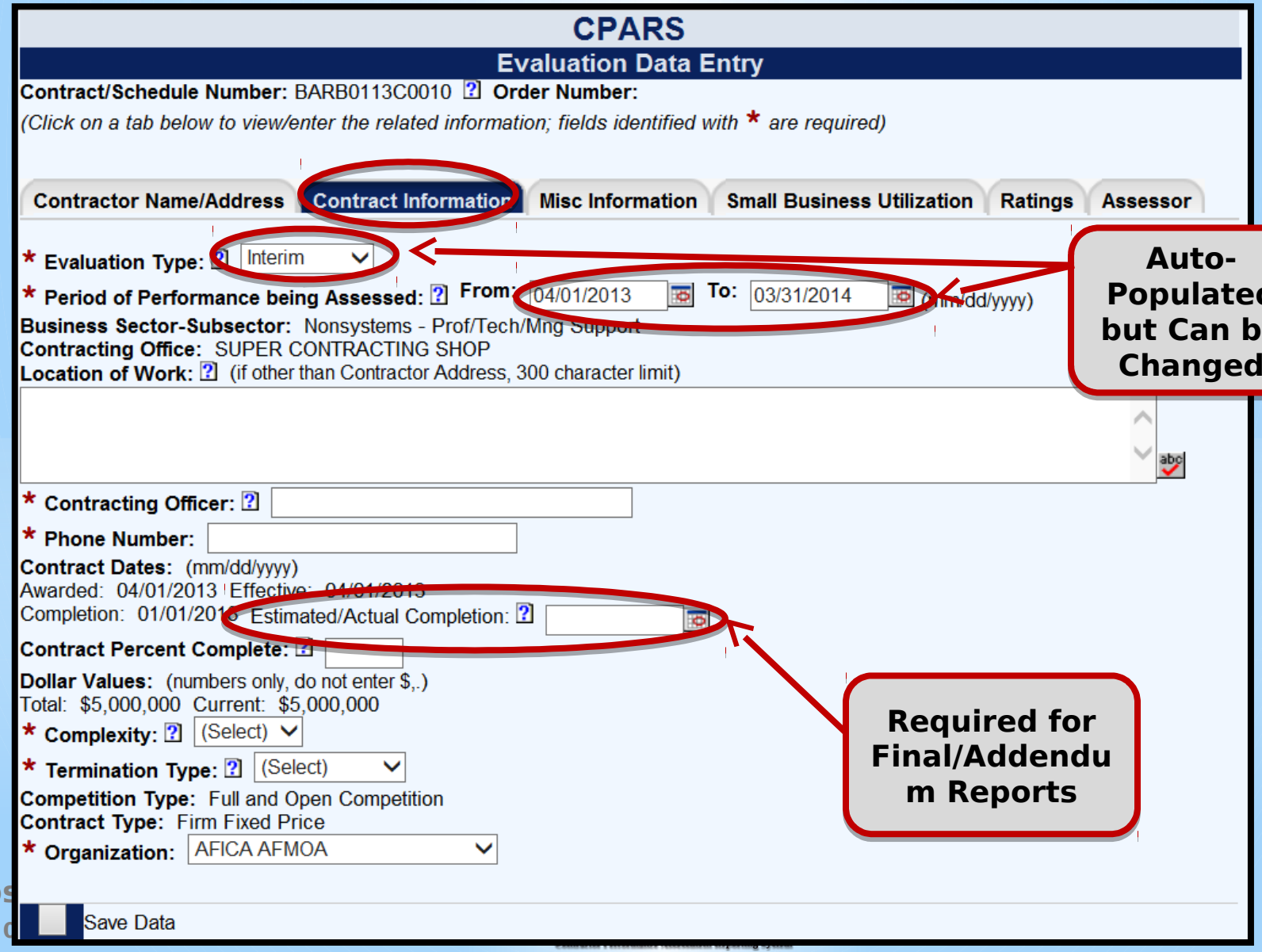
	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
[Notes]	AR123415C0004		999999999	01/01/2013 - 05/07/2015	Finalize Ratings	07/06/2015
[Notes]	AR123415C0005		999999999	02/01/2013 - 01/31/2014	Rate, Send to Contractor	07/06/2015
[Notes]	AR123415C0006		999999999	01/01/2013 - 09/30/2013	Rate, Send to Contractor	07/06/2015
[Notes]	DORE0113C0105		999999999	01/01/2013 - 12/31/2013	Rate, Send to Contractor	05/27/2015
[Notes]	DORE0113C0172		999999999	01/01/2013 - 12/31/2013	Rate, Send to Contractor	05/28/2015
[Notes]	AR123415C0011		999999999	02/01/2015 - 01/31/2016	Rate, Send to Contractor after 01/31/2016	07/06/2015
[Notes]	AR123415C0012		999999999	01/01/2015 - 09/30/2015	Rate, Send to Contractor after 09/30/2015	07/06/2015
[Notes]	AR123415C0010		999999999	01/01/2015 - 12/31/2015	Rate, Send to Contractor after 12/31/2015	07/06/2015

☑ - indicates notes have been entered

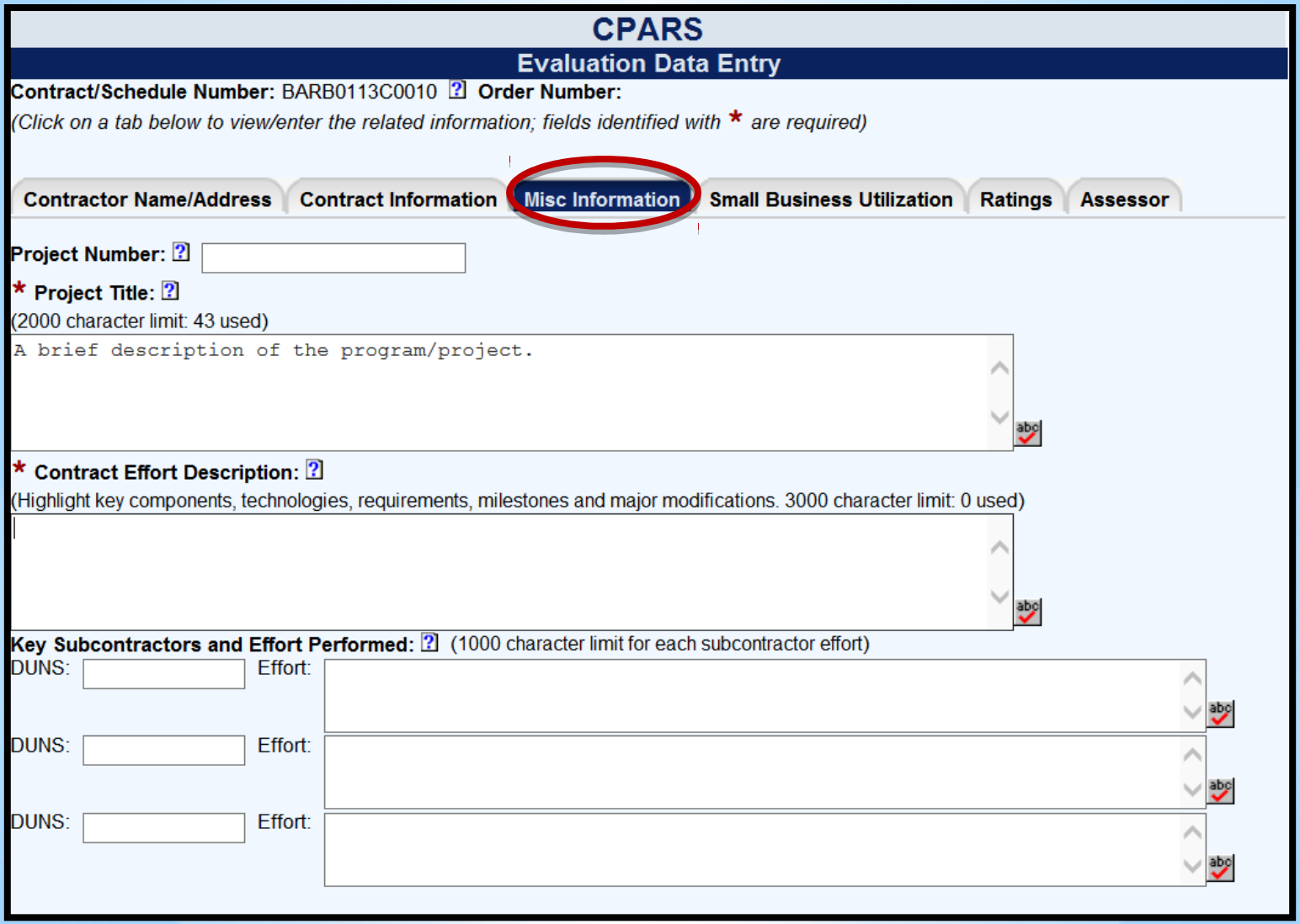
Return to the Main Menu

2. Click on Contract Number

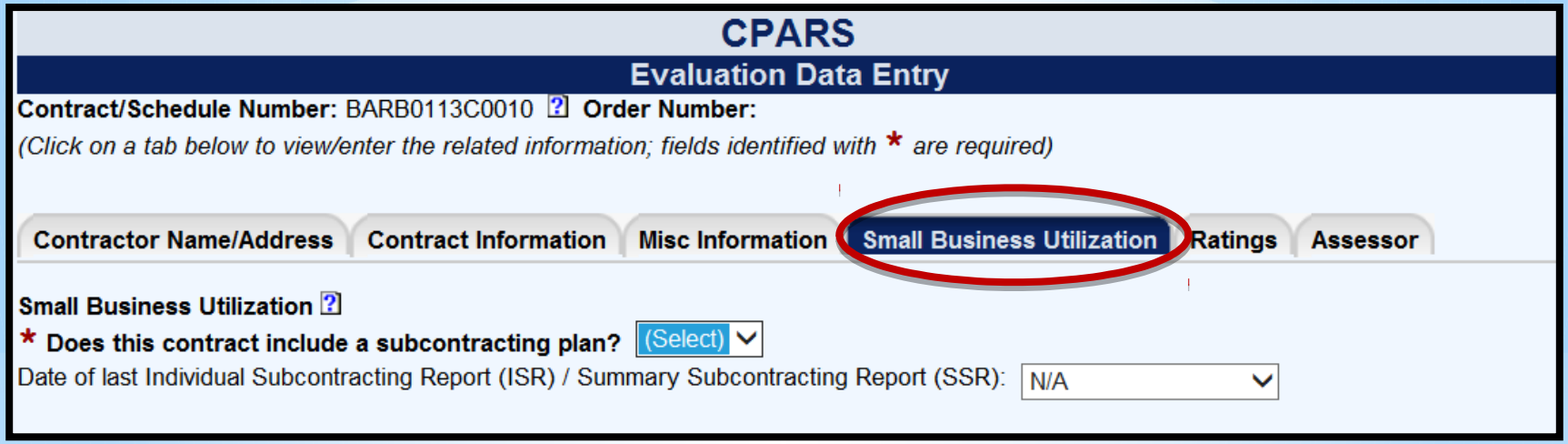
Enter Proposed Ratings


CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0010 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
* Evaluation Type: Interim
* Period of Performance being Assessed: From: 04/01/2013 To: 03/31/2014 (mm/dd/yyyy)
Business Sector-Subsector: Nonsystems - Prof/Tech/Mng Support
Contracting Office: SUPER CONTRACTING SHOP
Location of Work: (if other than Contractor Address, 300 character limit)
* Contracting Officer:
* Phone Number:
Contract Dates: (mm/dd/yyyy)
Awarded: 04/01/2013 Effective: 04/01/2013
Completion: 01/01/2016 Estimated/Actual Completion:
Contract Percent Complete:
Dollar Values: (numbers only, do not enter $,.)
Total: $5,000,000 Current: $5,000,000
* Complexity: (Select)
* Termination Type: (Select)
Competition Type: Full and Open Competition
Contract Type: Firm Fixed Price
* Organization: AFICA AFMOA
Save Data
Auto-Populated but Can be Changed
Required for Final/Addendum Reports

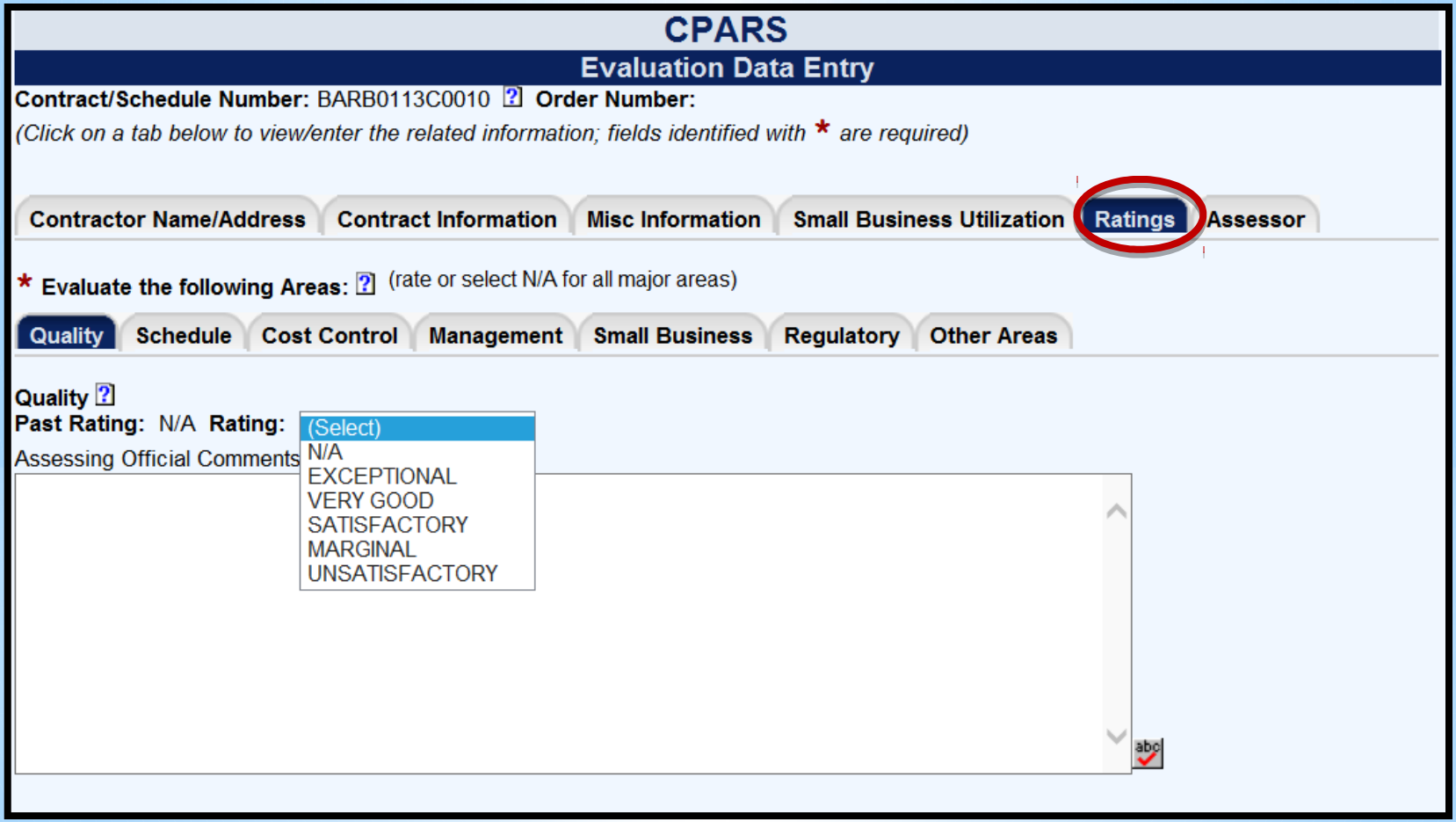
Enter Proposed Ratings



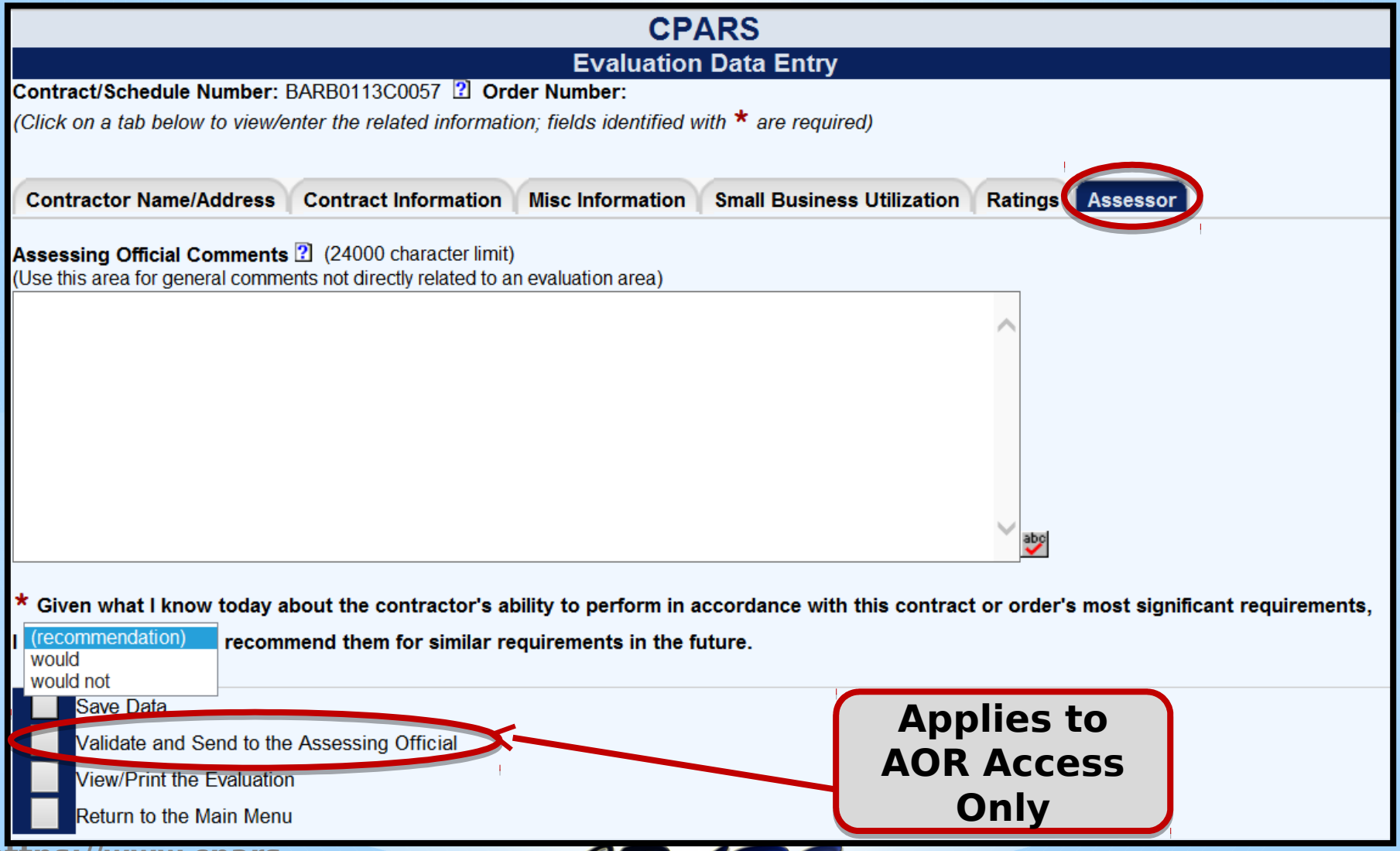
Enter Proposed Ratings



Enter Proposed Ratings



Enter Proposed Ratings


CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0057 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
Assessing Official Comments (24000 character limit)
(Use this area for general comments not directly related to an evaluation area)
* Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I (recommendation) would would not recommend them for similar requirements in the future.
Save Data
Validate and Send to the Assessing Official
View/Print the Evaluation
Return to the Main Menu
Applies to AOR Access Only

CPARS Workflow

4

Once the Evaluation Has Been Drafted

AO Sends Evaluation to CR*

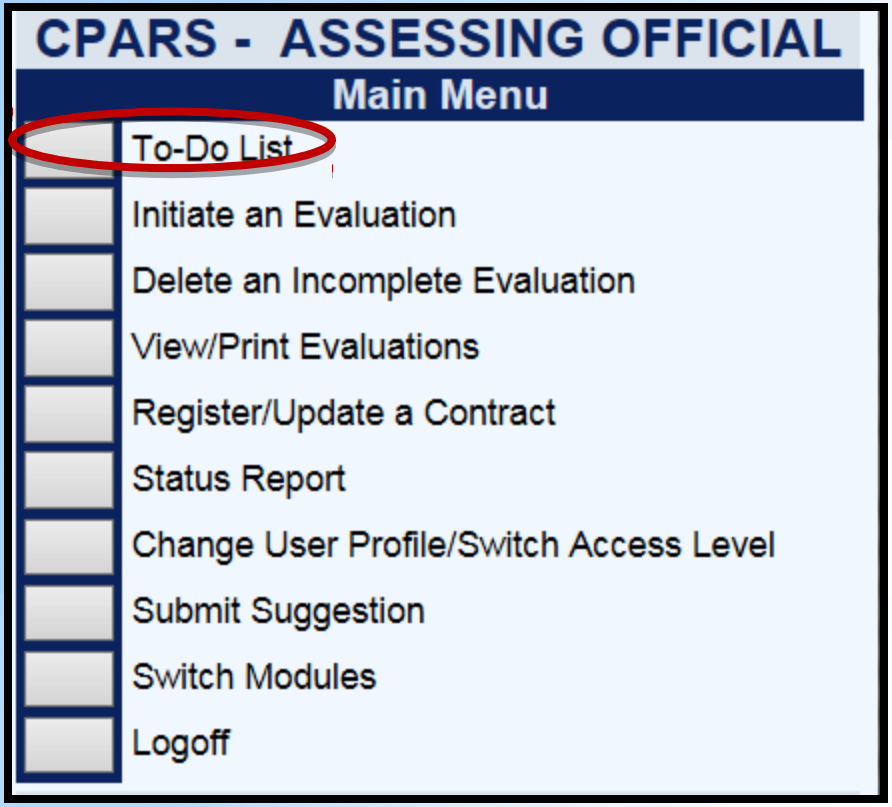
*** The AO Should Provide Sufficient Time for the Contractor's 60 Day Comment Period and Issue Resolution, if Required.**

Validate Proposed Ratings Assessing Official Requirements

- ✓ Review Admin Info
- ✓ Validate Ratings & Narratives
  - Modify Ratings & Narratives (if necessary)
  - Coordinate with Contracting Officer
  - Return to AOR for Corrections
  - 24,000 Character Limit per Evaluation Area
- ✓ Name and Title
- ✓ Send to Contractor

Perform Quality Review Prior to Sending to Contractor

Validate Proposed tings



1. Select To-Do List
2. Select Contract from To-Do List

Accept/Login with PKI

CPARS

To-Do List

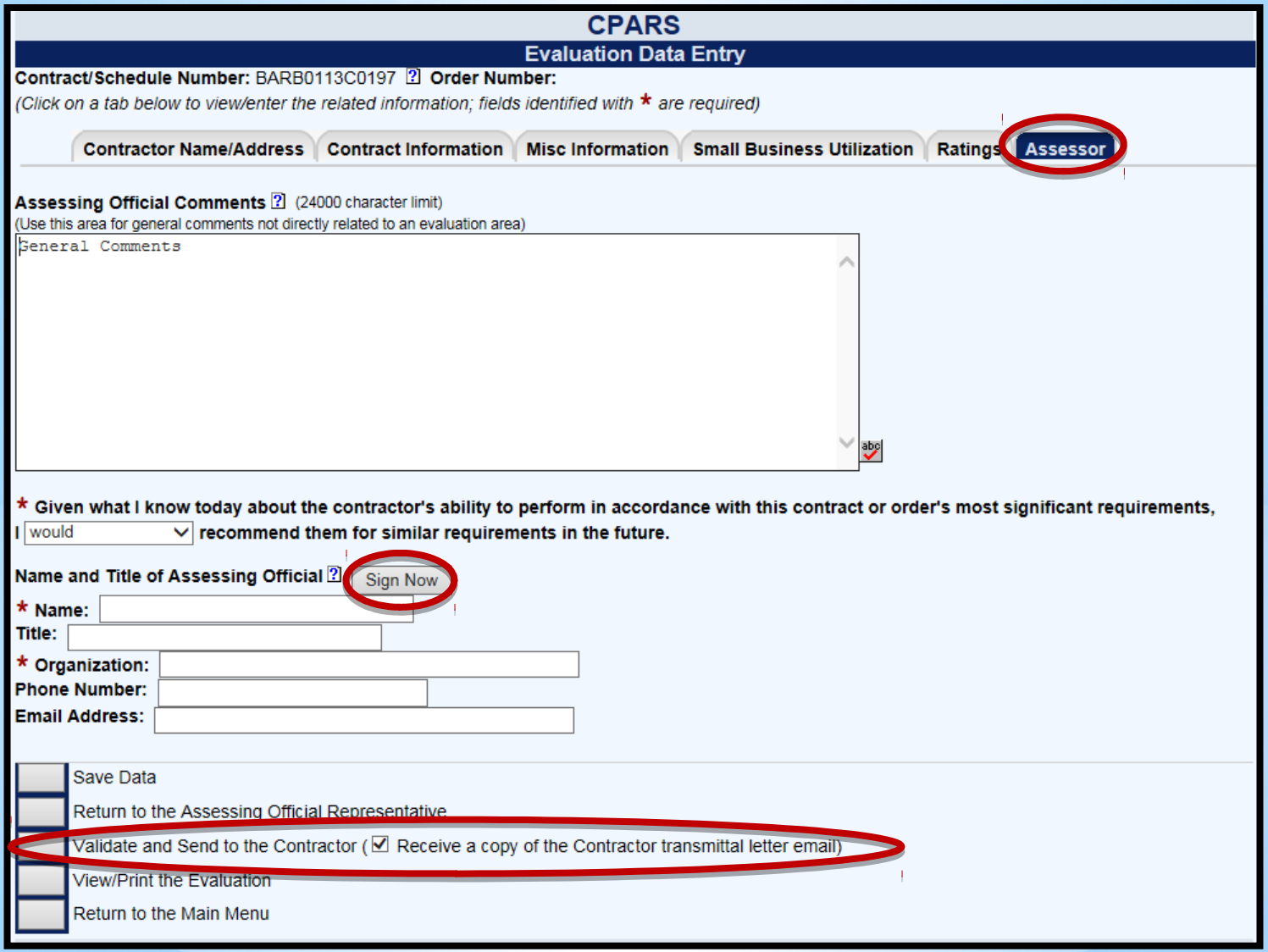
(Select a Contract Number below to complete the action required.)

[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
[Notes]	BARB0113C0010		999999999	04/01/2013 - 03/31/2014	Rate, Send to Contractor	07/13/2015
[Notes]	BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Rate, Send to Contractor	07/13/2015

☑ - indicates notes have been entered

Validate Proposed


CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0197 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
Assessing Official Comments (24000 character limit)
(Use this area for general comments not directly related to an evaluation area)
General Comments
* Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I would recommend them for similar requirements in the future.
Name and Title of Assessing Official
Sign Now
* Name:
Title:
* Organization:
Phone Number:
Email Address:
Save Data
Return to the Assessing Official Representative
Validate and Send to the Contractor (Receive a copy of the Contractor transmittal letter email)
View/Print the Evaluation
Return to the Main Menu

CPARS Workflow

5

Days 1 – 14 After Eval Sent to CR

CR May Send Comments

When AO/RO Closes Evaluation, Comments Reflected in PPIRS Next Day

CPARS Workflow

6

Day 15 After Eval Sent to CR

Evaluation Available in PPIRS:
- With or Without CR Comments
- Whether or Not It Has Been Closed by AO/RO*

*** Note: Evaluation Marked as “Pending” if Not Closed**

CPARS Workflow

7

Days 15 – 60 After Eval Sent to CR

CR May Send Comments if None Previously Provided

If CR Sends Comments, Eval Returned to AO; CR CANNOT View Eval Again Until Closed

PPIRS Updated to Reflect CR Comments Next Day

“Pending” Marking Removed When AO/RO Closes Evaluation

CPARS Workflow

8

Day 61 After Eval Sent to CR

Evaluation Returned to AO if No CR Comments Previously Provided

If No CR Comments Provided, CR is Locked Out of Evaluation and May No Longer Provide Comments

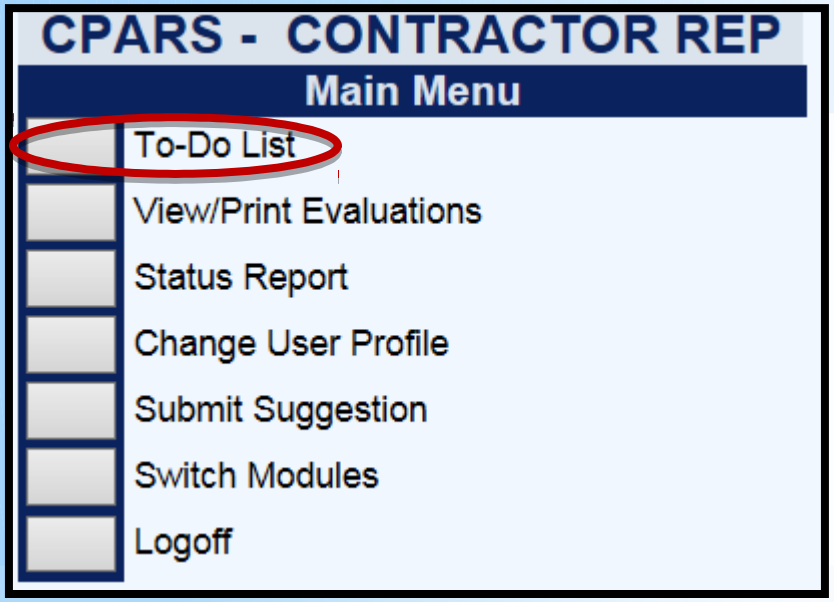
Contractor Comments Requirements

- ✓60 Calendar Days to Respond
  - System Generated Email Notifications
- ✓7 Calendar Days to Request Meeting to Discuss CPAR (Optional)
- ✓Review Admin Info, Ratings, and Narratives
- ✓Provide Clear and Concise Responses
  - 24,000 Character Limit per Evaluation Area and General Comments
- ✓Provide Concurrence/Non-Concurrence, Name, and Title
- ✓Send to Assessing Official

Contractor Comments Contractor Guidance Included in Transmittal Email

- ✓Protect the CPAR
  - Handle as “Source Selection Information”
- ✓Prohibited Use:
  - Advertising
  - Promotional Material
  - Pre-Award Surveys
  - Production Readiness Reviews
- ✓Advise Contractor to:
  - Acknowledge Receipt
  - Comment
  - Respond Within 60 Calendar Days

Contractor Comments



1. Select To-Do List
2. Select Contract from To-Do List

Accept/Login with PKI

CPARS

To-Do List

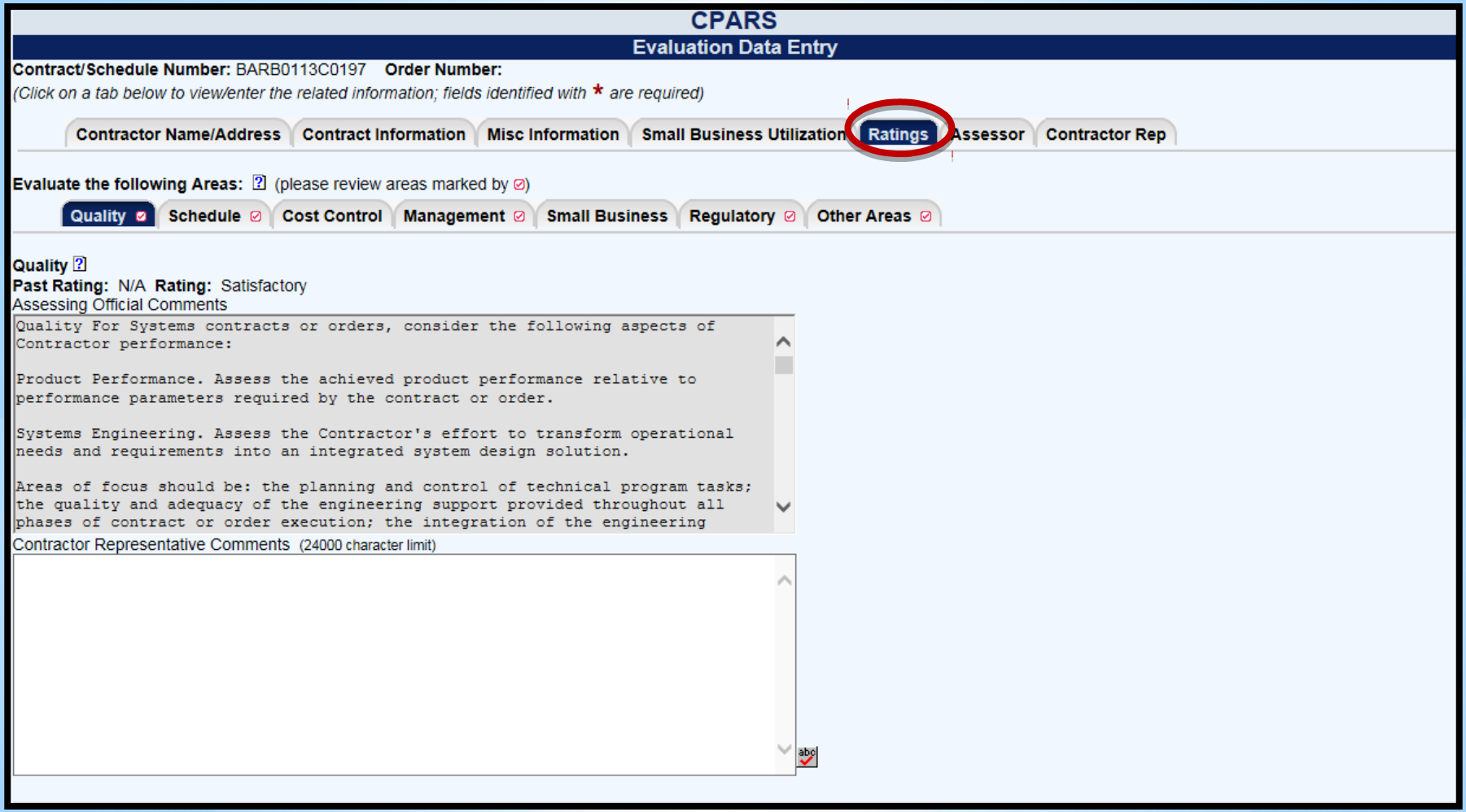
(Select a Contract Number below to complete the action required.)

[Spreadsheet]

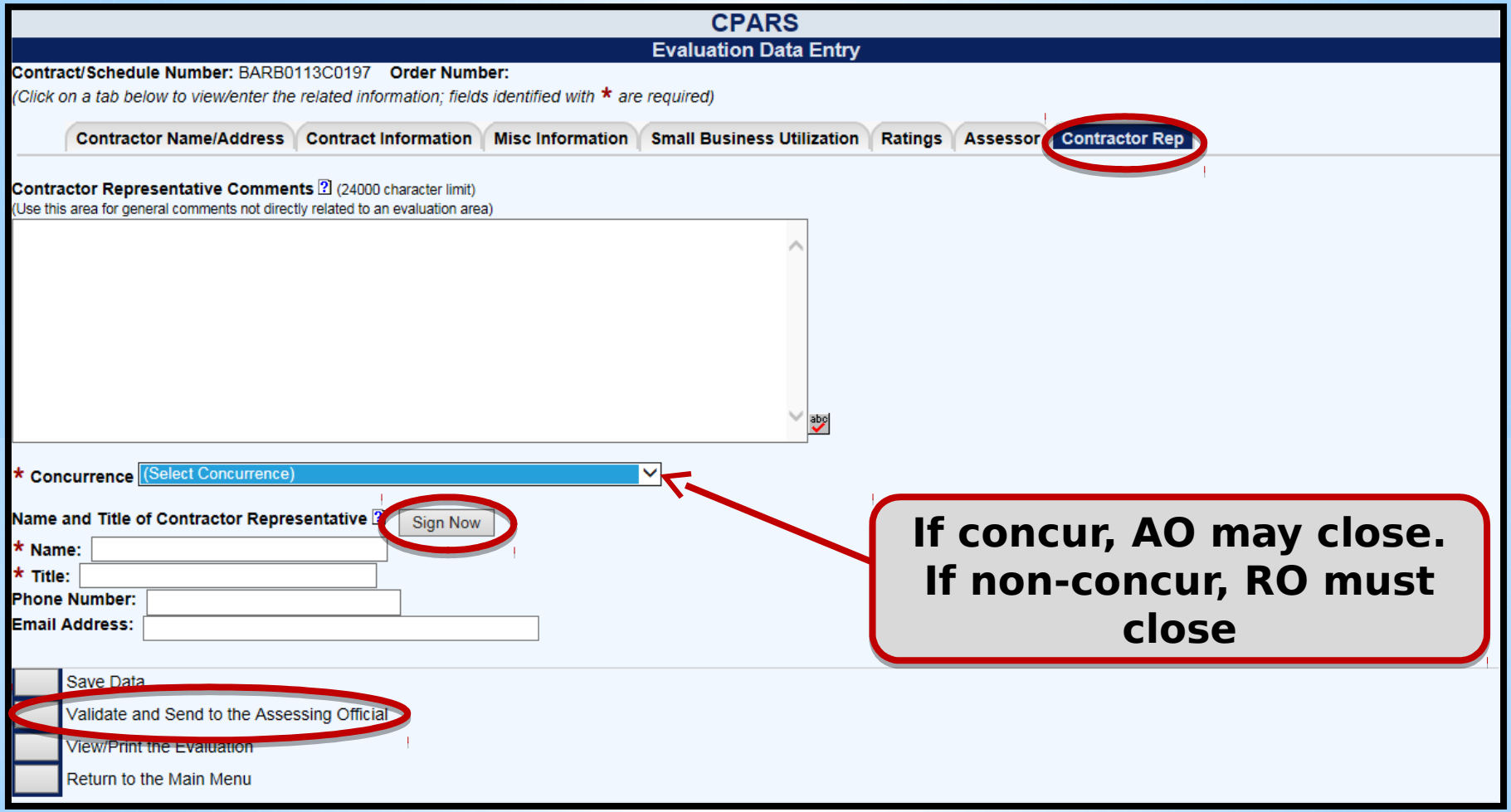
CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Input Comments	07/14/2015

Return to the Main Menu

Contractor Comments


CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0197 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
Contractor Rep
Evaluate the following Areas: (please review areas marked by)
Quality
Schedule
Cost Control
Management
Small Business
Regulatory
Other Areas
Quality
Past Rating: N/A Rating: Satisfactory
Assessing Official Comments
Quality For Systems contracts or orders, consider the following aspects of Contractor performance:
Product Performance. Assess the achieved product performance relative to performance parameters required by the contract or order.
Systems Engineering. Assess the Contractor's effort to transform operational needs and requirements into an integrated system design solution.
Areas of focus should be: the planning and control of technical program tasks; the quality and adequacy of the engineering support provided throughout all phases of contract or order execution; the integration of the engineering
Contractor Representative Comments (24000 character limit)

Contractor Comments


CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0197 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
Contractor Rep
Contractor Representative Comments (24000 character limit)
(Use this area for general comments not directly related to an evaluation area)
* Concurrence (Select Concurrence)
Name and Title of Contractor Representative
Sign Now
* Name:
* Title:
Phone Number:
Email Address:
Save Data
Validate and Send to the Assessing Official
View/Print the Evaluation
Return to the Main Menu
If concur, AO may close.
If non-concur, RO must close

CPARS Workflow

9

Evaluation Returned to AO
- CR Provided Comments

Or

- CR 60 Day Comment Period Expired

CR CONCURRED/ NONRESPONSIVE

AO Must Either:
- Close Evaluation
- Modify & Close Evaluation
- Send Evaluation to RO
- Modify & Send Evaluation to RO

CR DID NOT CONCUR

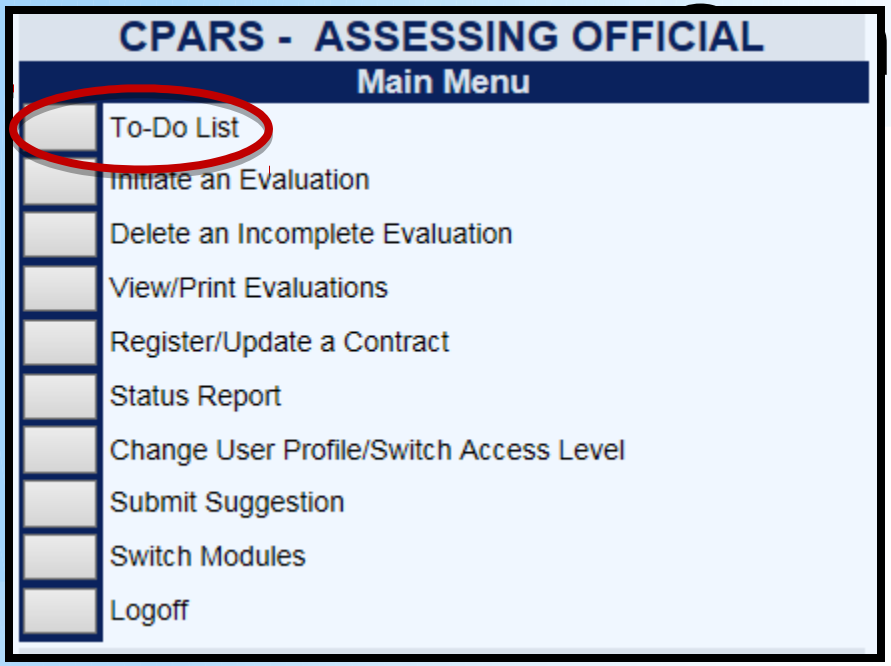
AO Must Either:
- Send Eval to RO
- Modify & Send Eval to RO

Note: Evaluation Updated in PPIRS Following AO Action; If Evaluation Closed, Pending Marking is Removed

Review Contractor Comments Assessing Official Requirements

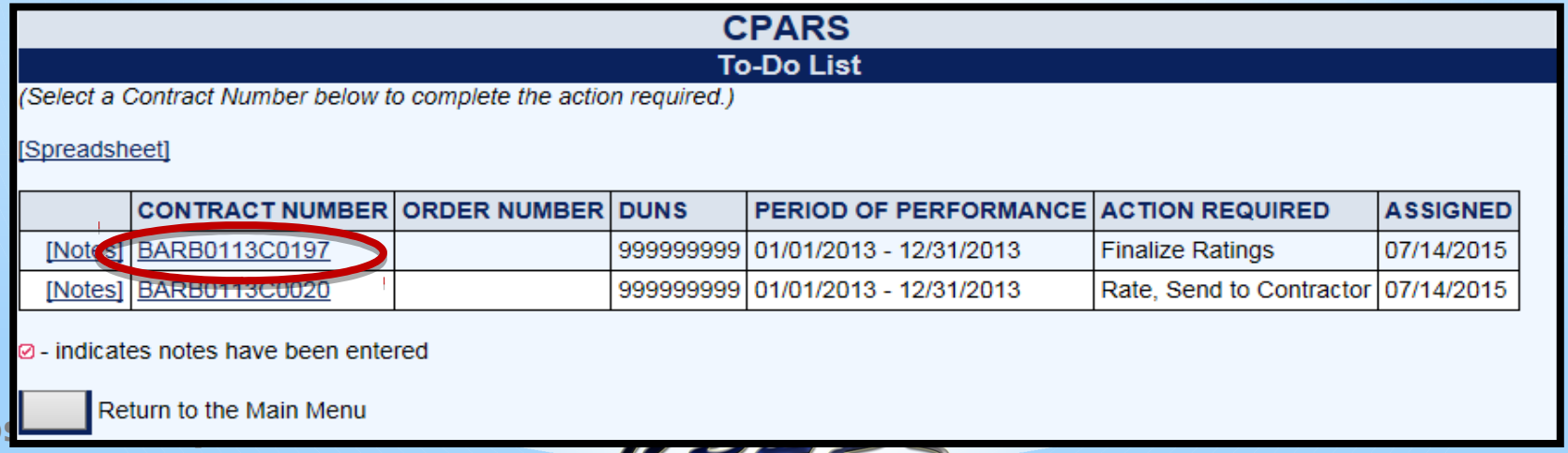
- ✓ Review Contractor Comments
- ✓ Close CPAR
- ✓ Modify CPAR
- ✓ Send to Reviewing Official (if applicable)

Review Contractor Comments

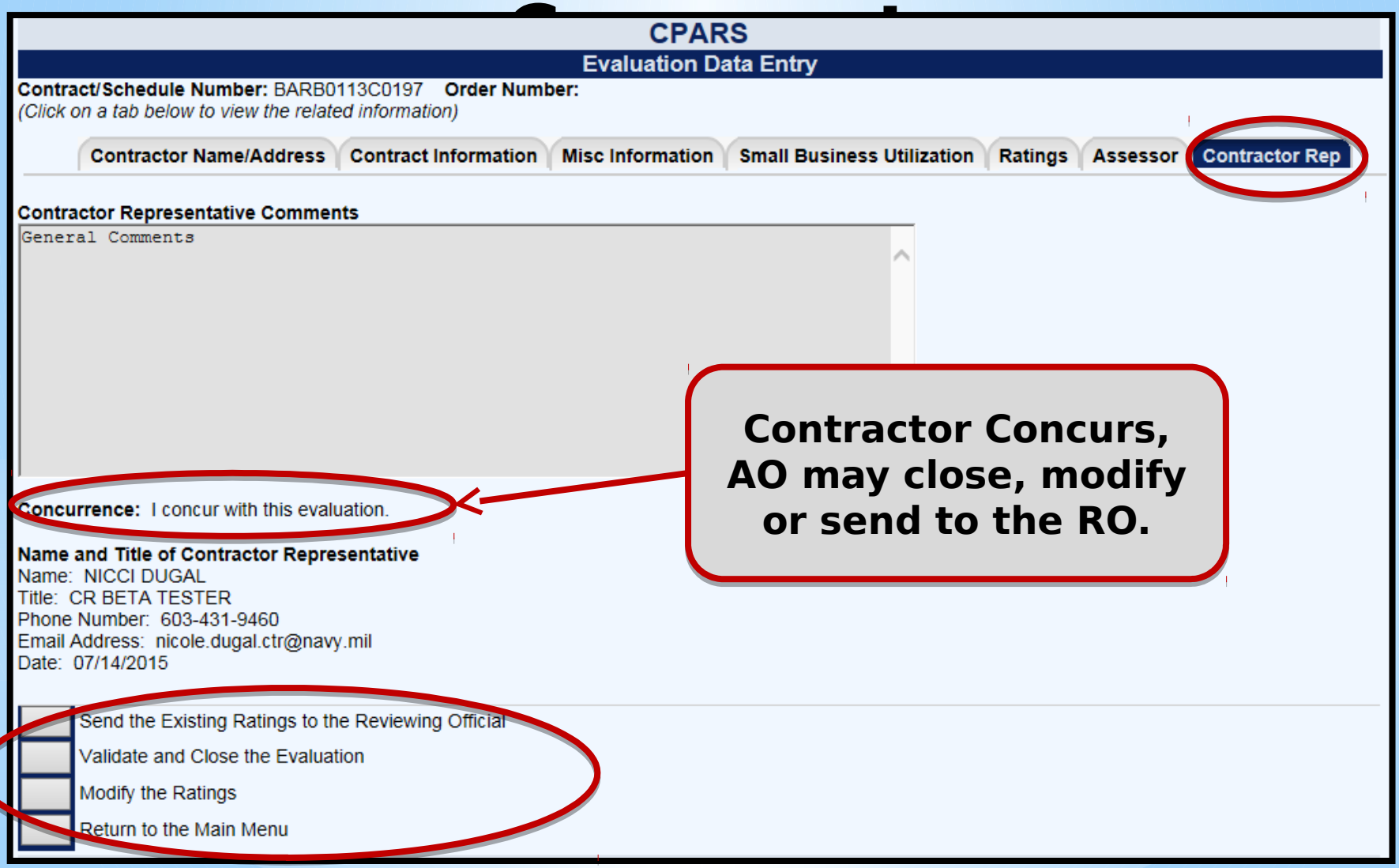


1. Select To-Do List
2. Select Contract from To-Do List

Accept/Login with PKI


CPARS
To-Do List
(Select a Contract Number below to complete the action required.)
[Spreadsheet]
CONTRACT NUMBER | ORDER NUMBER | DUNS | PERIOD OF PERFORMANCE | ACTION REQUIRED | ASSIGNED
[Notes] BARB0113C0197 | 999999999 | 01/01/2013 - 12/31/2013 | Finalize Ratings | 07/14/2015
[Notes] BARB0113C0020 | 999999999 | 01/01/2013 - 12/31/2013 | Rate, Send to Contractor | 07/14/2015
- indicates notes have been entered
Return to the Main Menu

Review Contactor

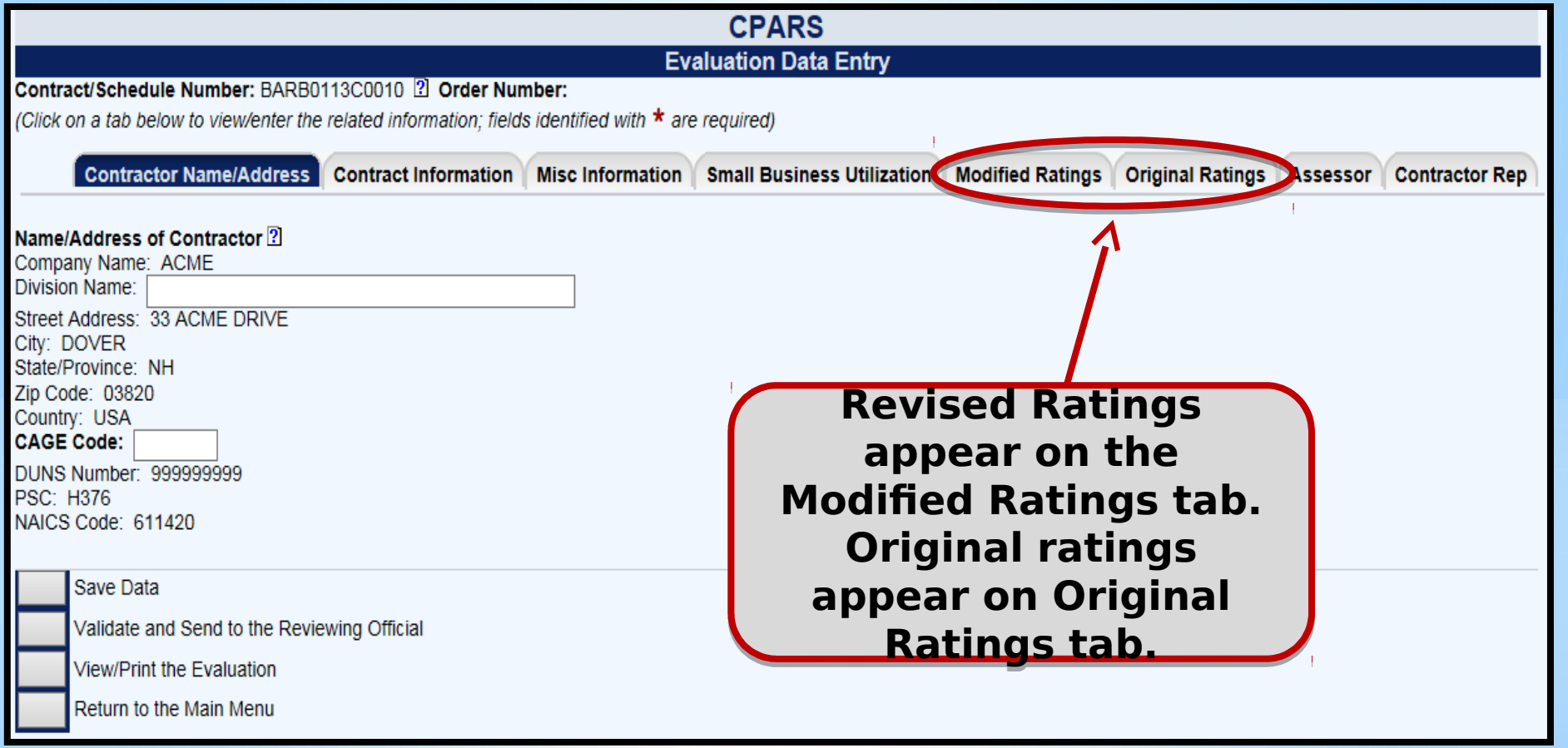


Contractor Concurs, AO may close, modify or send to the RO.

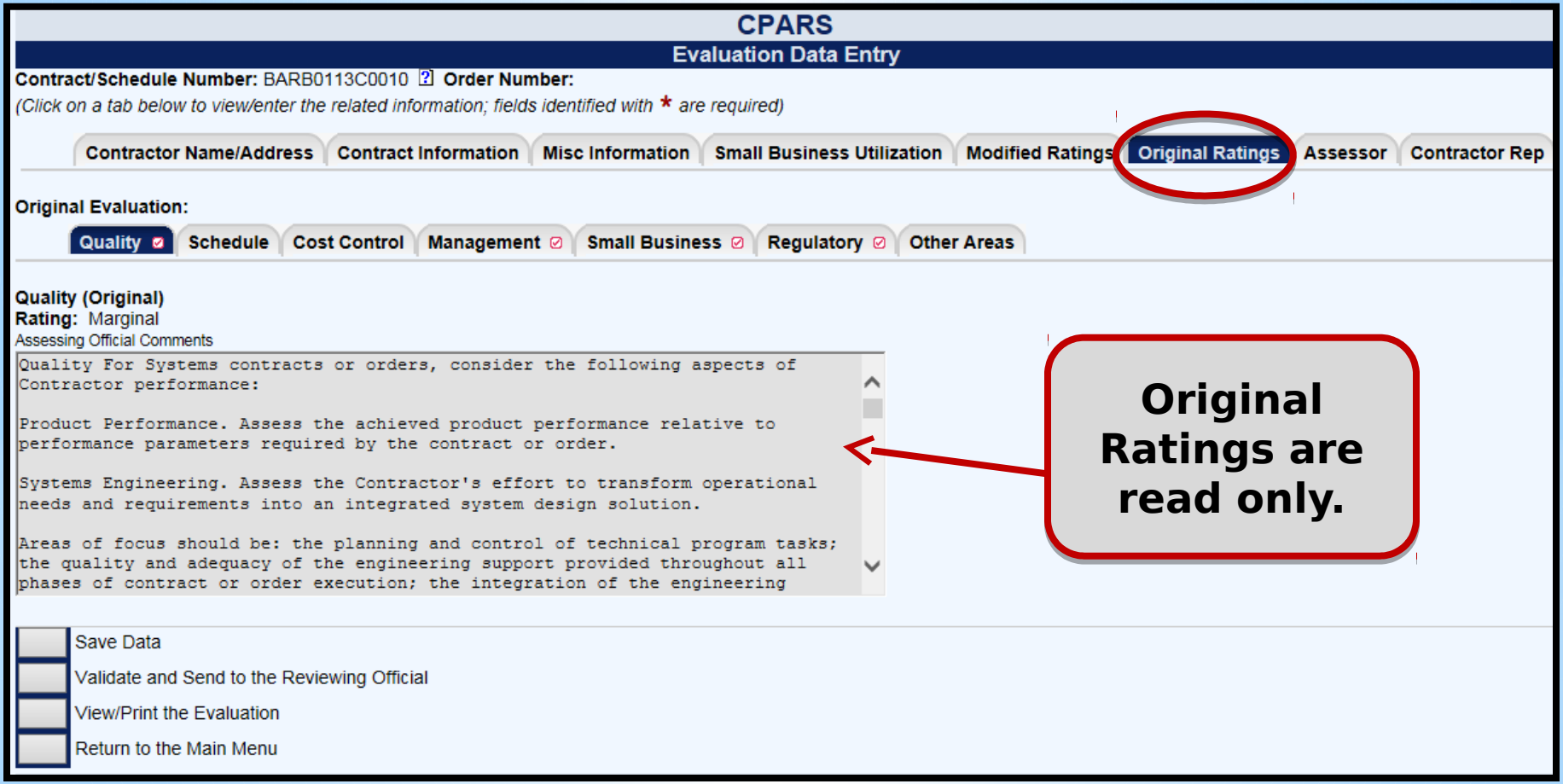
Review Contractor Comments

CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0010 Order Number:
(Click on a tab below to view the related information)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
Contractor Rep
Contractor Representative Comments
General Comments
Concurrence: I do not concur with this evaluation and request that it be reevaluated.
Name and Title of Contractor Representative
Name: John Smith
Title: CR BETA TESTER
Phone Number: .
Email Address: john.smith@acme.com
Date: 07/14/2015
Send the Existing Ratings to the Reviewing Official
Modify the Ratings
Return to the Main Menu
Contractor does not concur, AO may modify or send to RO

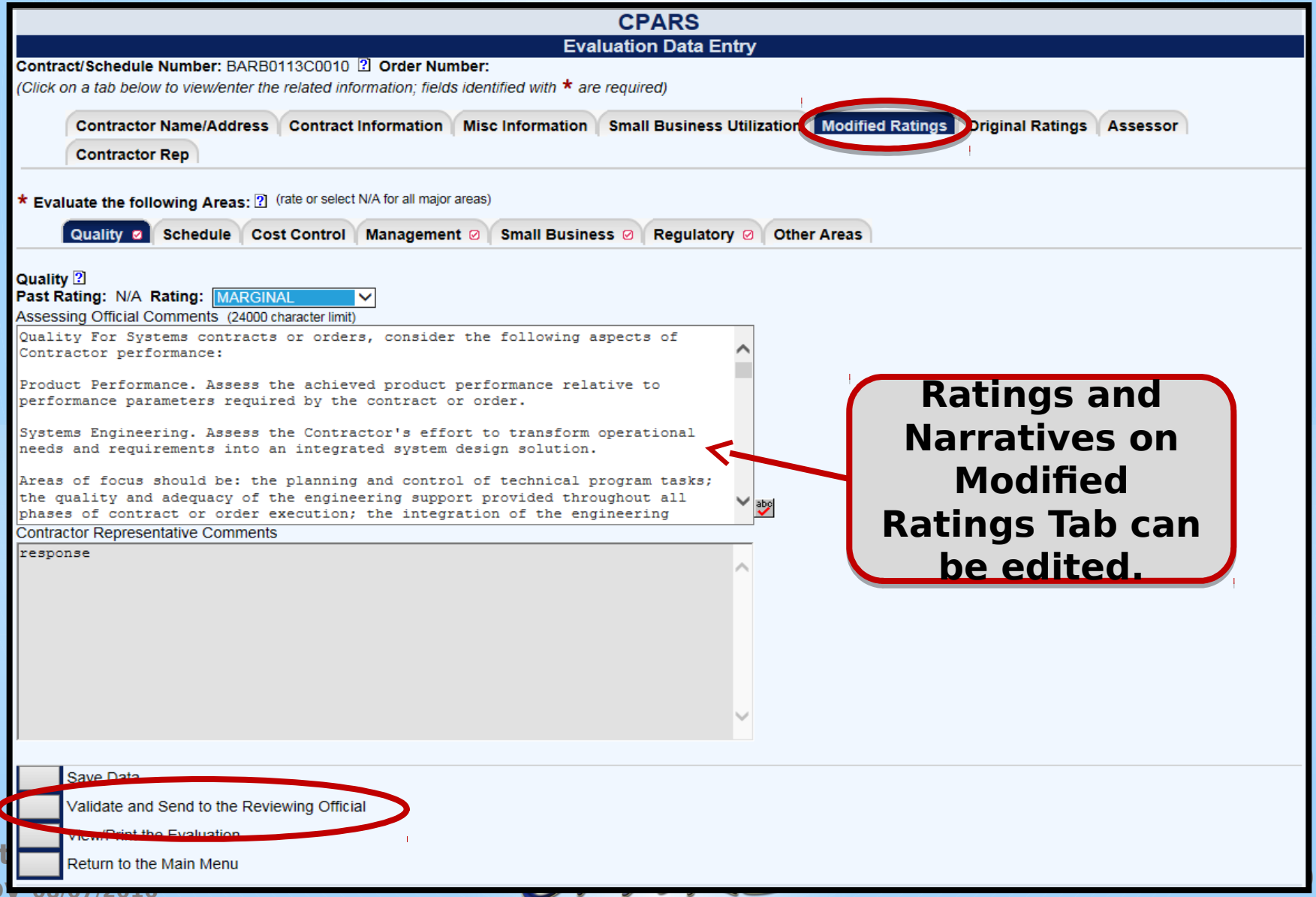
Modify Ratings



Modify Ratings


CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0010 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Modified Ratings
Original Ratings
Assessor
Contractor Rep
Original Evaluation:
Quality
Schedule
Cost Control
Management
Small Business
Regulatory
Other Areas
Quality (Original)
Rating: Marginal
Assessing Official Comments
Quality For Systems contracts or orders, consider the following aspects of Contractor performance:
Product Performance. Assess the achieved product performance relative to performance parameters required by the contract or order.
Systems Engineering. Assess the Contractor's effort to transform operational needs and requirements into an integrated system design solution.
Areas of focus should be: the planning and control of technical program tasks; the quality and adequacy of the engineering support provided throughout all phases of contract or order execution; the integration of the engineering
Save Data
Validate and Send to the Reviewing Official
View/Print the Evaluation
Return to the Main Menu
Original Ratings are read only.

Modify Ratings


CPARS
Evaluation Data Entry
Contract/Schedule Number: BARB0113C0010 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Modified Ratings
Original Ratings
Assessor
Contractor Rep
* Evaluate the following Areas: (rate or select N/A for all major areas)
Quality
Schedule
Cost Control
Management
Small Business
Regulatory
Other Areas
Quality
Past Rating: N/A Rating: MARGINAL
Assessing Official Comments (24000 character limit)
Quality For Systems contracts or orders, consider the following aspects of Contractor performance:
Product Performance. Assess the achieved product performance relative to performance parameters required by the contract or order.
Systems Engineering. Assess the Contractor's effort to transform operational needs and requirements into an integrated system design solution.
Areas of focus should be: the planning and control of technical program tasks; the quality and adequacy of the engineering support provided throughout all phases of contract or order execution; the integration of the engineering
Contractor Representative Comments
response
Save Data
Validate and Send to the Reviewing Official
View/Print the Evaluation
Return to the Main Menu

Ratings and Narratives on Modified Ratings Tab can be edited.

CPARS Workflow

10

After AO Sends Eval to RO

RO Provides Comments & Closes Evaluation*

The entire CPARS evaluation process must be completed within 120 days of the end of the period of performance!

*** Note: Evaluation Updated in PPIRS with "Pending" Marking Removed**

Reviewing Official Comments

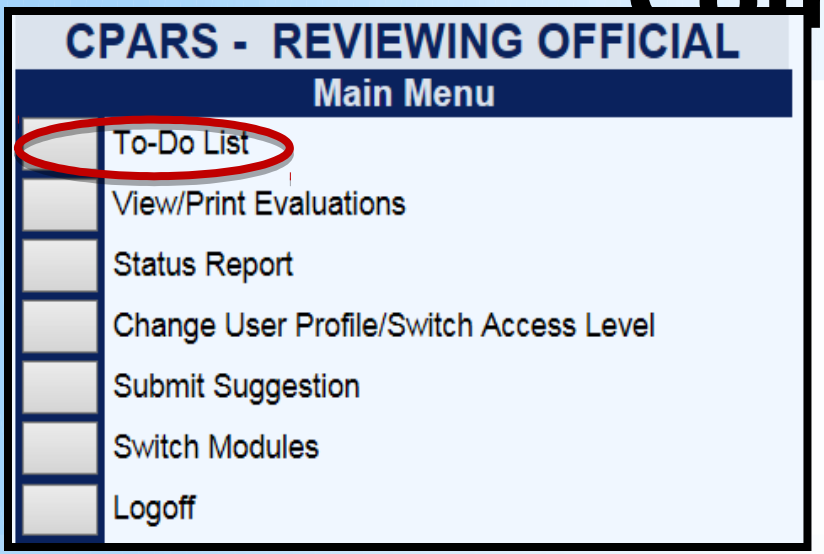
- ✓ Required:
  - If the CPAR is Contentious (i.e., Contractor Does NOT Concur)
  - If Local Policy Mandates

Reviewing Official Comments Requirements

- ✓ Review CPAR
- ✓ May Return to AO for Corrections
- ✓ Input Comments
  - Acknowledge Discrepancies Between Government Ratings/Narratives and Contractor Comments
  - 24,000 Character Limit
- ✓ Name and Title
- ✓ Close CPAR

Government Only Role

Reviewing Official Comments



1. Select To-Do List
2. Select Contract from To-Do List

Accept/Login with PKI

CPARS

To-Do List

(Select a Contract Number below to complete the action required.)

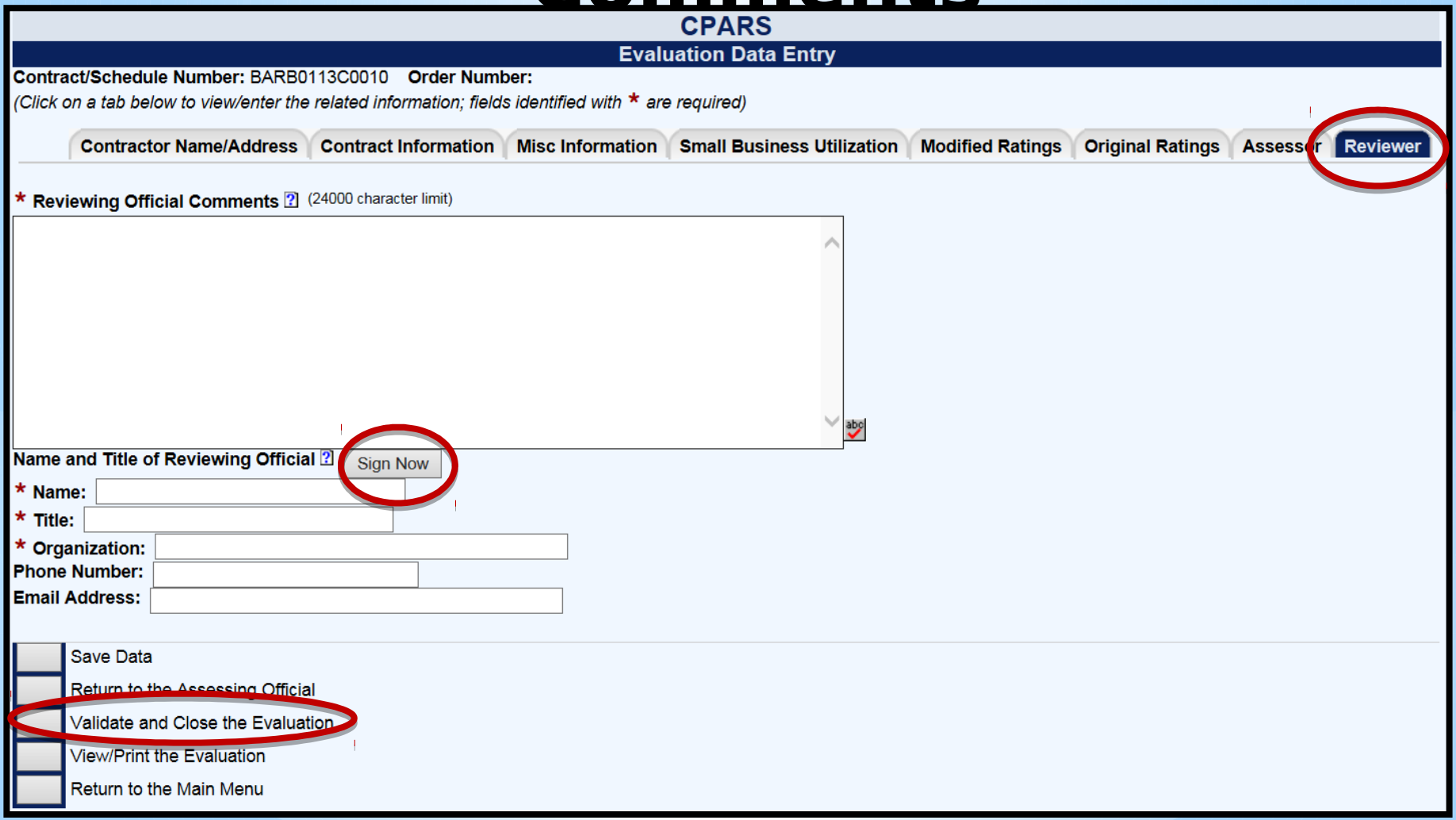
[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
[Notes]	BARB0113C0010		999999999	04/01/2013 - 03/31/2014	Input Comments, Close Evaluation	07/14/2015

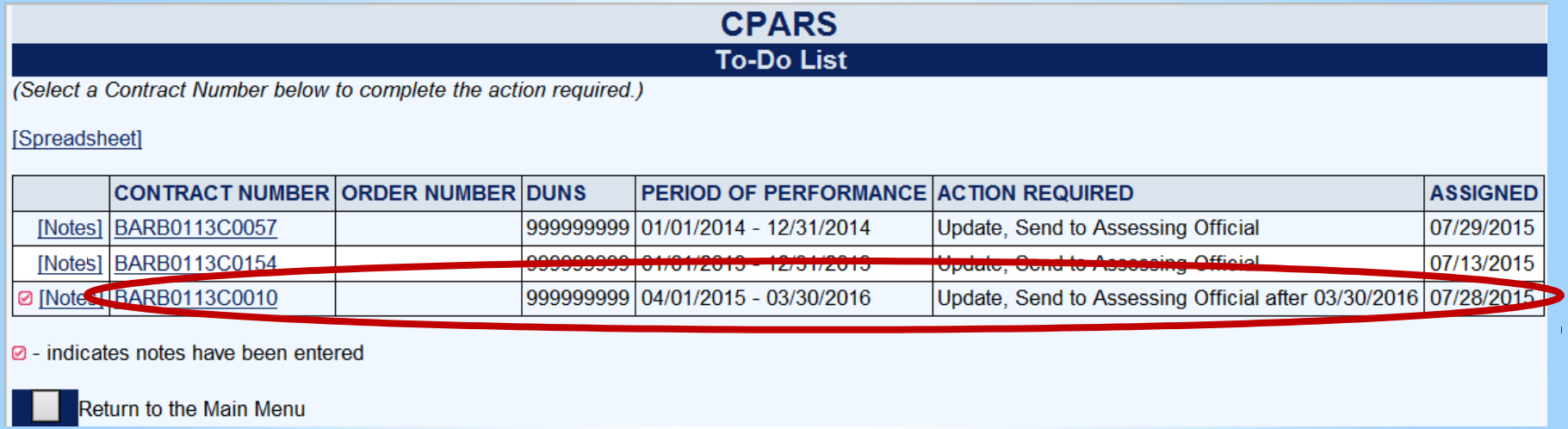
☑ - indicates notes have been entered

Return to the Main Menu

Reviewing Official Comments



Follow On Evaluation



CPARS

To-Do List

(Select a Contract Number below to complete the action required.)

[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
[Notes]	BARB0113C0057		999999999	01/01/2014 - 12/31/2014	Update, Send to Assessing Official	07/29/2015
[Notes]	BARB0113C0154		999999999	01/01/2015 - 12/31/2015	Update, Send to Assessing Official	07/13/2015
☑ [Notes]	BARB0113C0010		999999999	04/01/2015 - 03/30/2016	Update, Send to Assessing Official after 03/30/2016	07/28/2015

☑ - indicates notes have been entered

Return to the Main Menu

- **Follow On Evaluation Automatically Generated When Prior Interim Evaluation Closed**
- **Follow On Evaluation Appears on To-Do List**
  - **AOR if Assigned**
  - **AO if No AOR Assigned**

Follow-On Evaluation

CPARS

Status Report - 04/08/2016

DATA: All
[Spreadsheet]
(Click on a column name to re-sort the report.)

Run Another Status Report
Return to the Main Menu

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Activity Log
		ANFAH15D0010		FINAL	-	10/01/2013 - 09/30/2014	Completed	[Log]
		AT567815C0003		FINAL	-	09/01/2014 - 02/04/2015	Completed	[Log]
		BARB0113C0001		CURRENT	04/29/2017	01/01/2013 - 12/31/2013	Completed	[Log]
		BARB0113C0001		CURRENT	04/29/2017	01/01/2014 - 12/31/2014	Completed	[Log]
		BARB0113C0001		CURRENT	04/29/2017	01/01/2015 - 12/31/2015	Completed	[Log]
[Notes]		BARB0113C0001		CURRENT	04/29/2017	01/01/2016 - 12/30/2016	Initiated	[Log]
		BARB0113C0006		CURRENT	04/29/2017	01/01/2013 - 12/31/2013	Completed	[Log]
		BARB0113C0006		CURRENT	04/29/2017	01/01/2014 - 12/31/2014	Completed	[Log]
		BARB0113C0006		CURRENT	04/29/2017	01/01/2015 - 12/31/2015	Completed	[Log]
[Notes]		BARB0113C0006		CURRENT	04/29/2017	01/01/2016 - 12/30/2016	Initiated	[Log]
		BARB0113C0009		CURRENT	06/28/2017	01/01/2013 - 12/31/2013	Completed	[Log]
		BARB0113C0009		CURRENT	06/28/2017	01/01/2014 - 02/28/2015	Completed	[Log]
		BARB0113C0009		CURRENT	06/28/2017	03/01/2015 - 02/29/2016	Completed	[Log]
[Notes]		BARB0113C0009		CURRENT	06/28/2017	03/01/2016 - 02/28/2017	Initiated	[Log]
		BARB0113C0010		DUE	07/28/2016	03/01/2014 - 02/28/2015	Completed	[Log]
		BARB0113C0010		DUE	07/28/2016	04/01/2014 - 03/31/2015	Completed	[Log]
		BARB0113C0011		DUE	06/27/2016	03/01/2013 - 02/28/2014	Completed	[Log]
		BARB0113C0011		DUE	06/27/2016	03/01/2014 - 02/28/2015	Completed	[Log]
		BARB0113C0012		CURRENT	05/30/2017	02/01/2013 - 01/31/2014	Completed	[Log]

- **Follow On Evaluation Appears on Status Report When Prior Interim Evaluation Closed**
  - **Initiated if AOR Assigned**
  - **Drafted if No AOR Assigned**

Automatic Email Notifications

- ✓Each Step of Workflow
- ✓System Reminders
  - Evaluation Due (AOR, AO, FP/AFP)
    - 30 Days Prior to Period of Performance End Date
    - Helps Ensure Evaluations Completed on Time
  - Evaluation Overdue (AO, FP/AFP, (RO if Finalized))
  - Contractor Comments Due (AO, CR)
  - Contractor Comments/Review Period Expired (AO)
  - Evaluation Complete (CR)
  - Access Assignment (All Roles)

Additional Roles

- ✓ Department Point of Contact (DPOC)
  - CPARS Change Control Board
- ✓ Agency Point of Contact (APOC)
  - Higher Level for Monitoring
- ✓ Contractor Corporate Senior Management Representative
  - CEO, President
  - Access Granted by DUNS Number

Change Control Board

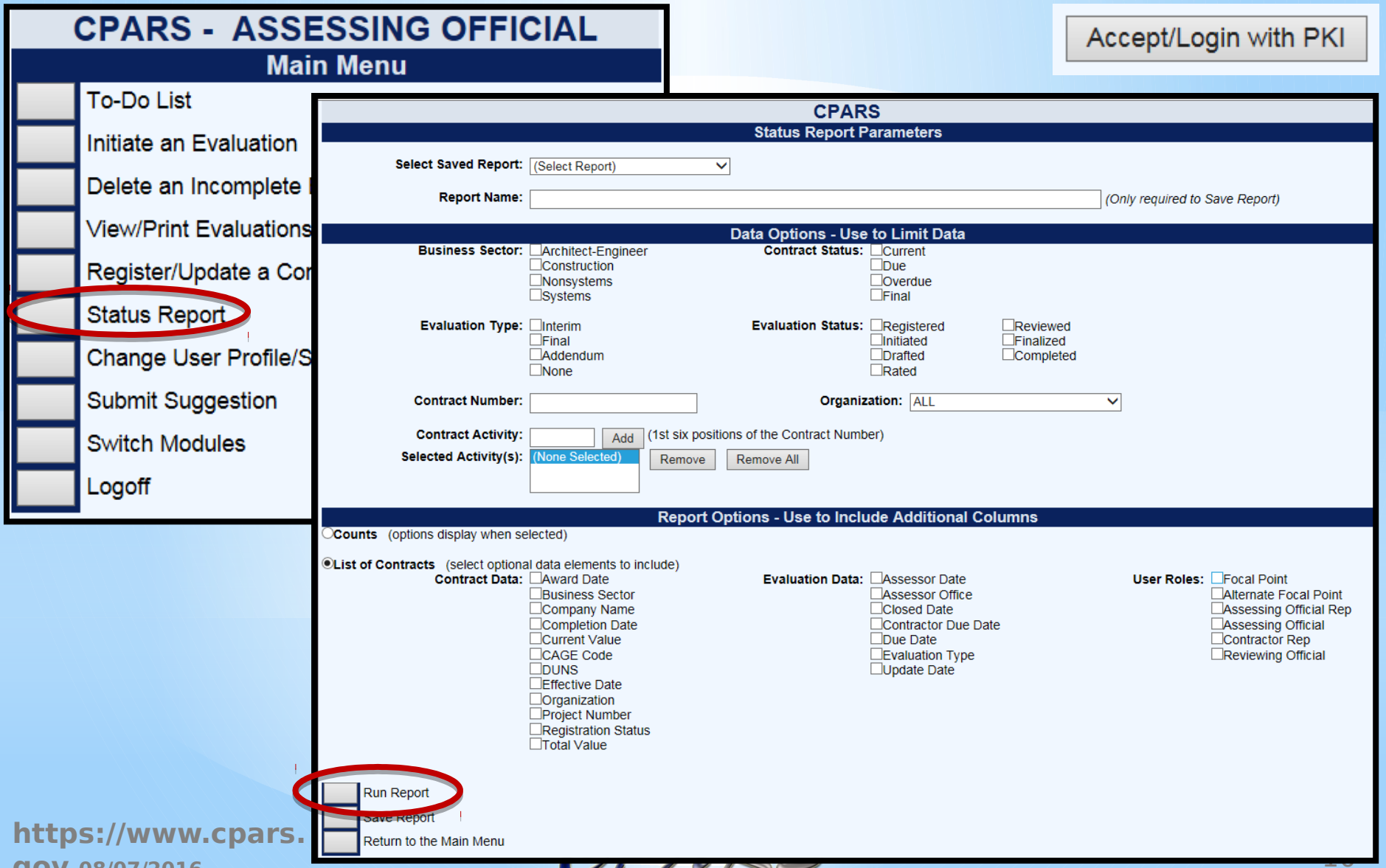
- ✓ Controls System Configuration
- ✓ Evaluates User Suggested Changes and Enhancements
  - "Submit Suggestion" in CPARS

All suggestions will be considered!

Status Report

- ✓ Keep Qualifiers/Parameters Simple
- ✓ Use Report to Monitor Process
- ✓ User List
- ✓ Activity Log
- ✓ Spreadsheet

Status Report


CPARS - ASSESSING OFFICIAL
Main Menu
To-Do List
Initiate an Evaluation
Delete an Incomplete
View/Print Evaluations
Register/Update a Cor
Status Report
Change User Profile/S
Submit Suggestion
Switch Modules
Logoff
Accept/Login with PKI
CPARS
Status Report Parameters
Select Saved Report: (Select Report)
Report Name: (Only required to Save Report)
Data Options - Use to Limit Data
Business Sector: Architect-Engineer, Construction, Nonsystems, Systems
Contract Status: Current, Due, Overdue, Final
Evaluation Type: Interim, Final, Addendum, None
Evaluation Status: Registered, Initiated, Drafted, Rated, Reviewed, Finalized, Completed
Contract Number:
Organization: ALL
Contract Activity: Add (1st six positions of the Contract Number)
Selected Activity(s): (None Selected) Remove Remove All
Report Options - Use to Include Additional Columns
Counts (options display when selected)
List of Contracts (select optional data elements to include)
Contract Data: Award Date, Business Sector, Company Name, Completion Date, Current Value, CAGE Code, DUNS, Effective Date, Organization, Project Number, Registration Status, Total Value
Evaluation Data: Assessor Date, Assessor Office, Closed Date, Contractor Due Date, Due Date, Evaluation Type, Update Date
User Roles: Focal Point, Alternate Focal Point, Assessing Official Rep, Assessing Official, Contractor Rep, Reviewing Official
Run Report
Save Report
Return to the Main Menu

Status Report

Contract Status & Evaluation Status on Same Report

/08/2016

DATA: All
[Spreadsheet]
(Click on a column name to re-sort the report.)

Run Another Status Report
Return to the Main Menu

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	User Name	User Role	Phone Number	Email Address	Access Granted Date	Activity Log
		DOREEN111111111		DUE	04/29/2016	01/01/2014 - 12/31/2014	Completed	JANE WHITE	Assessing Official	555-555-5555	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
[Notes]		DOREEN111111111		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	JANE WHITE	Assessing Official	555-555-5555	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
		DOREEN333333333		DUE	04/29/2016	01/01/2014 - 12/31/2014	Completed	JANE WHITE	Assessing Official	555-555-5555	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
[Notes]		DOREEN333333333		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	JANE WHITE	Assessing Official	555-555-5555	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		

Count: 202

x - indicates the record has been selected for viewing
☑ - indicates notes have been entered

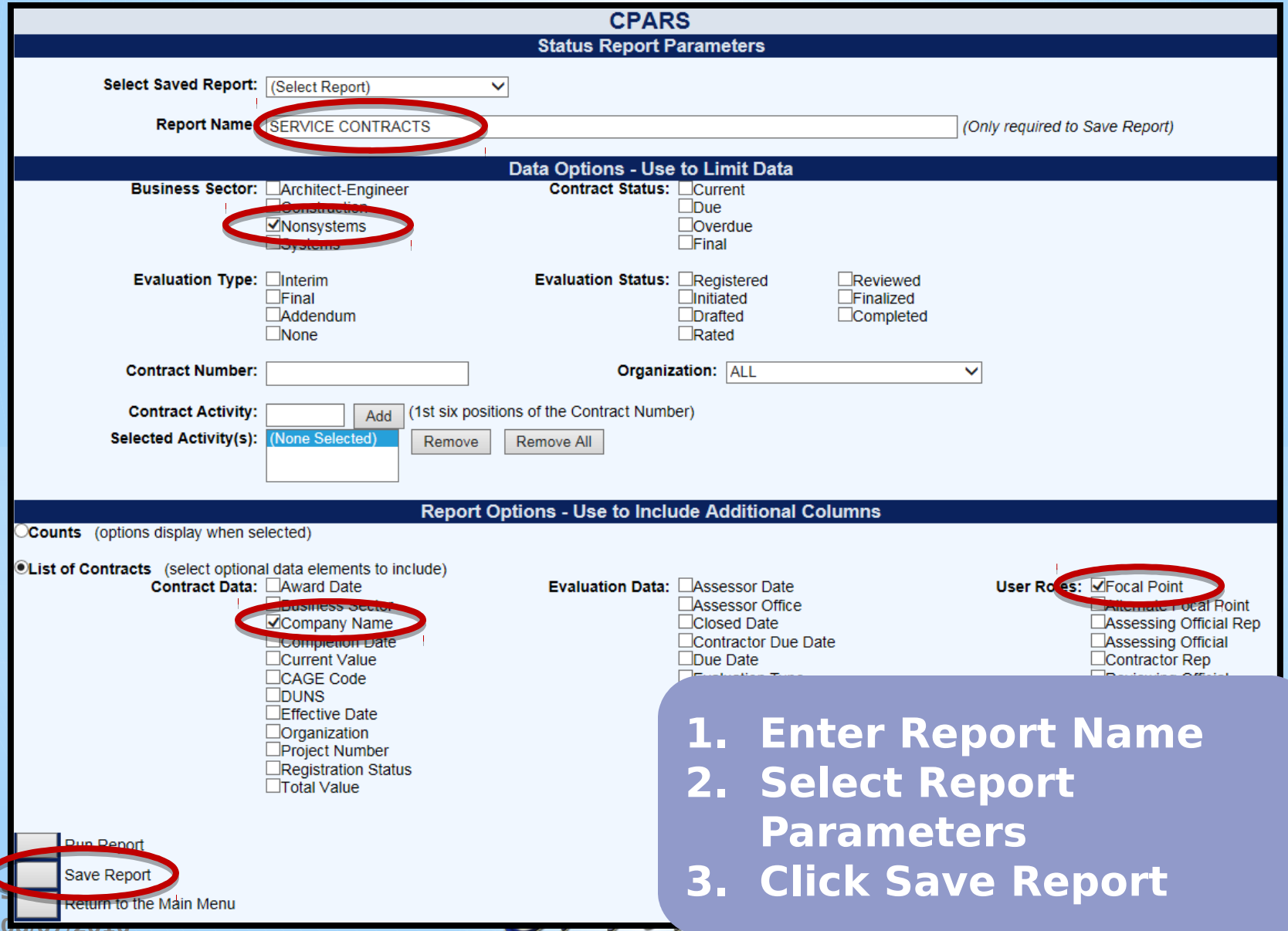
CONTRACT STATUS
Current: All required Evaluations for this contract have been completed or are not yet due.
Due: The latest Evaluation for this contract should be in progress at this time.
Overdue: The latest Evaluation for this contract has not been completed within the 120 day period.
Final: The Final Evaluation for this contract has been completed, no further Evaluations are due.

*** EVALUATION STATUS**
Registered: The contract is registered, no Evaluations have been initiated.
Initiated: Waiting for Assessing Official Rep to send to Assessing Official.
Drafted: Waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor Rep comments.
Reviewed: Signed by Contractor Rep or Contractor Rep comment period expired; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The Evaluation has been completed.

Status Definitions

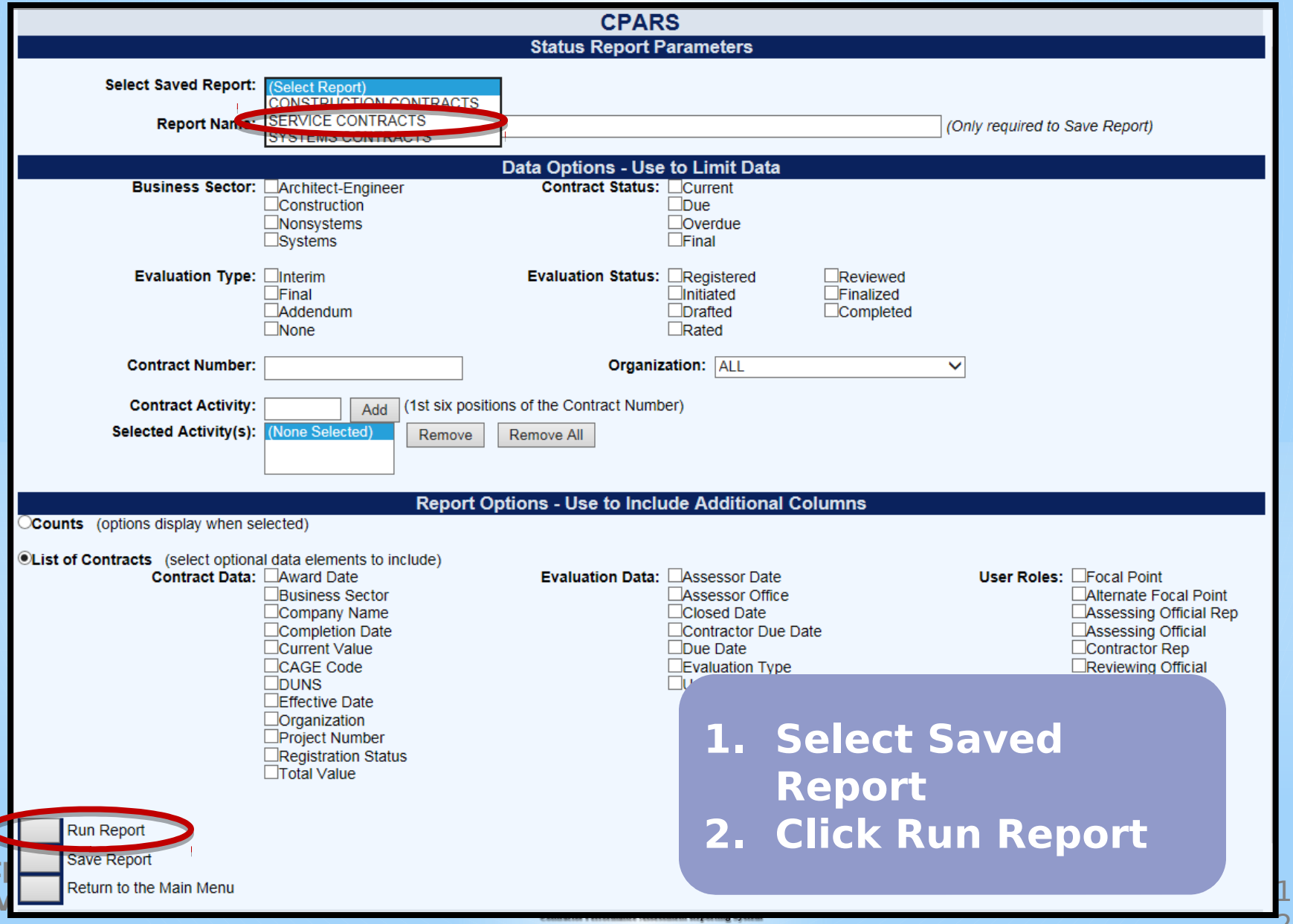
Run Another Status Report
Return to the Main Menu

Saving a Status Report


CPARS
Status Report Parameters
Select Saved Report: (Select Report)
Report Name: SERVICE CONTRACTS (Only required to Save Report)
Data Options - Use to Limit Data
Business Sector: Architect-Engineer, Construction, Nonsystems, Systems
Contract Status: Current, Due, Overdue, Final
Evaluation Type: Interim, Final, Addendum, None
Evaluation Status: Registered, Initiated, Drafted, Rated, Reviewed, Finalized, Completed
Contract Number:
Organization: ALL
Contract Activity: Add (1st six positions of the Contract Number)
Selected Activity(s): (None Selected) Remove Remove All
Report Options - Use to Include Additional Columns
Counts (options display when selected)
List of Contracts (select optional data elements to include)
Contract Data: Award Date, Business Sector, Company Name, Completion Date, Current Value, CAGE Code, DUNS, Effective Date, Organization, Project Number, Registration Status, Total Value
Evaluation Data: Assessor Date, Assessor Office, Closed Date, Contractor Due Date, Due Date
User Roles: Focal Point, Alternate Focal Point, Assessing Official Rep, Assessing Official, Contractor Rep
Run Report
Save Report
Return to the Main Menu

1. Enter Report Name
2. Select Report Parameters
3. Click Save Report

Running a Saved Status

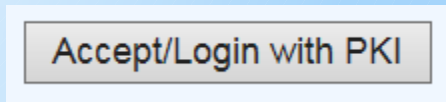


1. Select Saved Report
2. Click Run Report

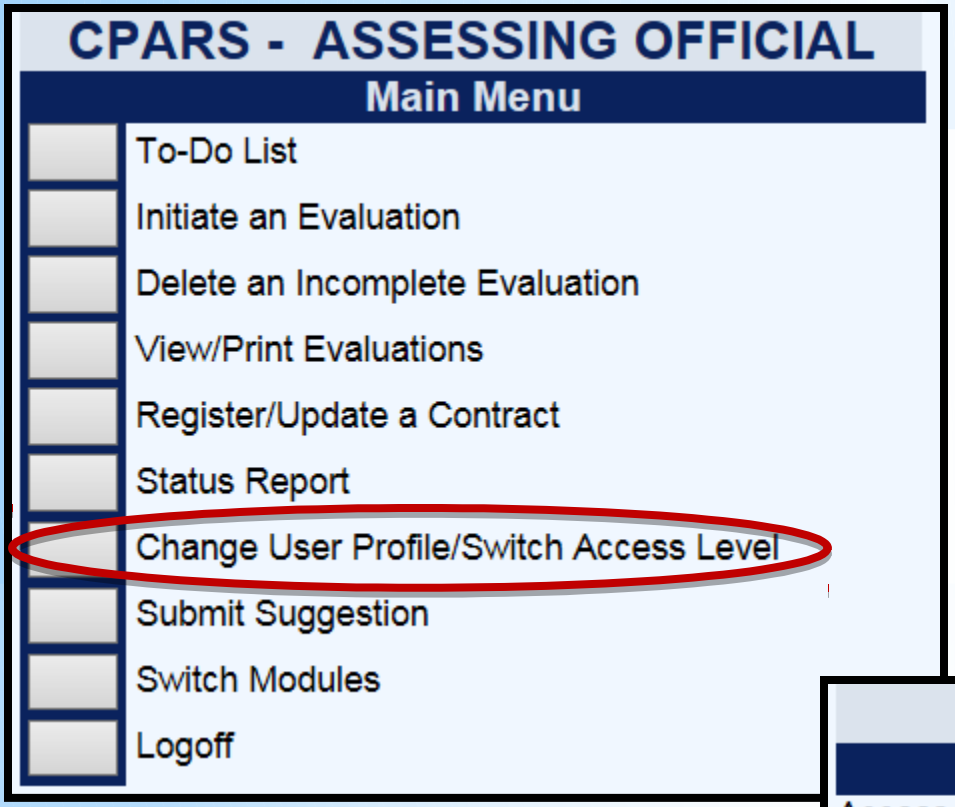
User Profile Menu / Switch Access Level

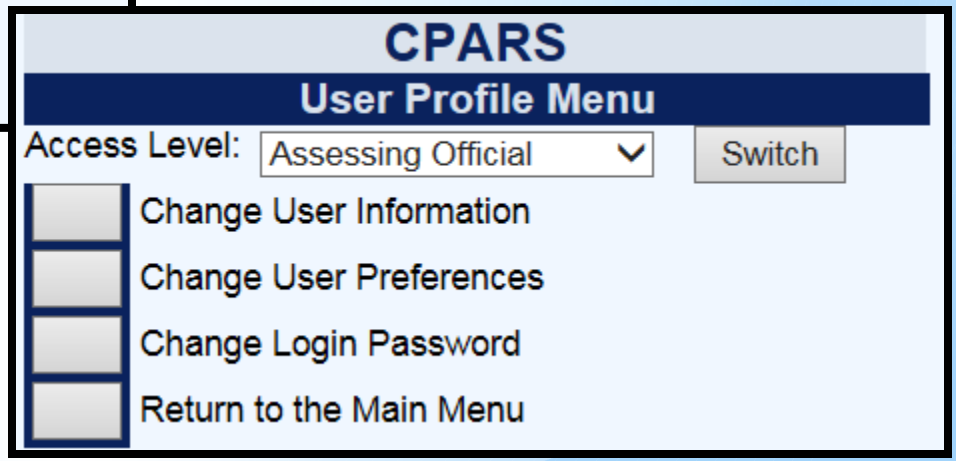
- ✓Change User Information
  - •Update User Profile/Email
  - •Required Annually
- ✓Change User Preferences
  - •Select or De-Select Optional Email Notifications
- ✓Change Login Password (Non-PKI)
  - •Forgot Password Button
  - •Expires Every 60 Days and Must be Changed at Next Login
- ✓Switch Access Level

Email Address is Critical to CPARS Automated Workflow

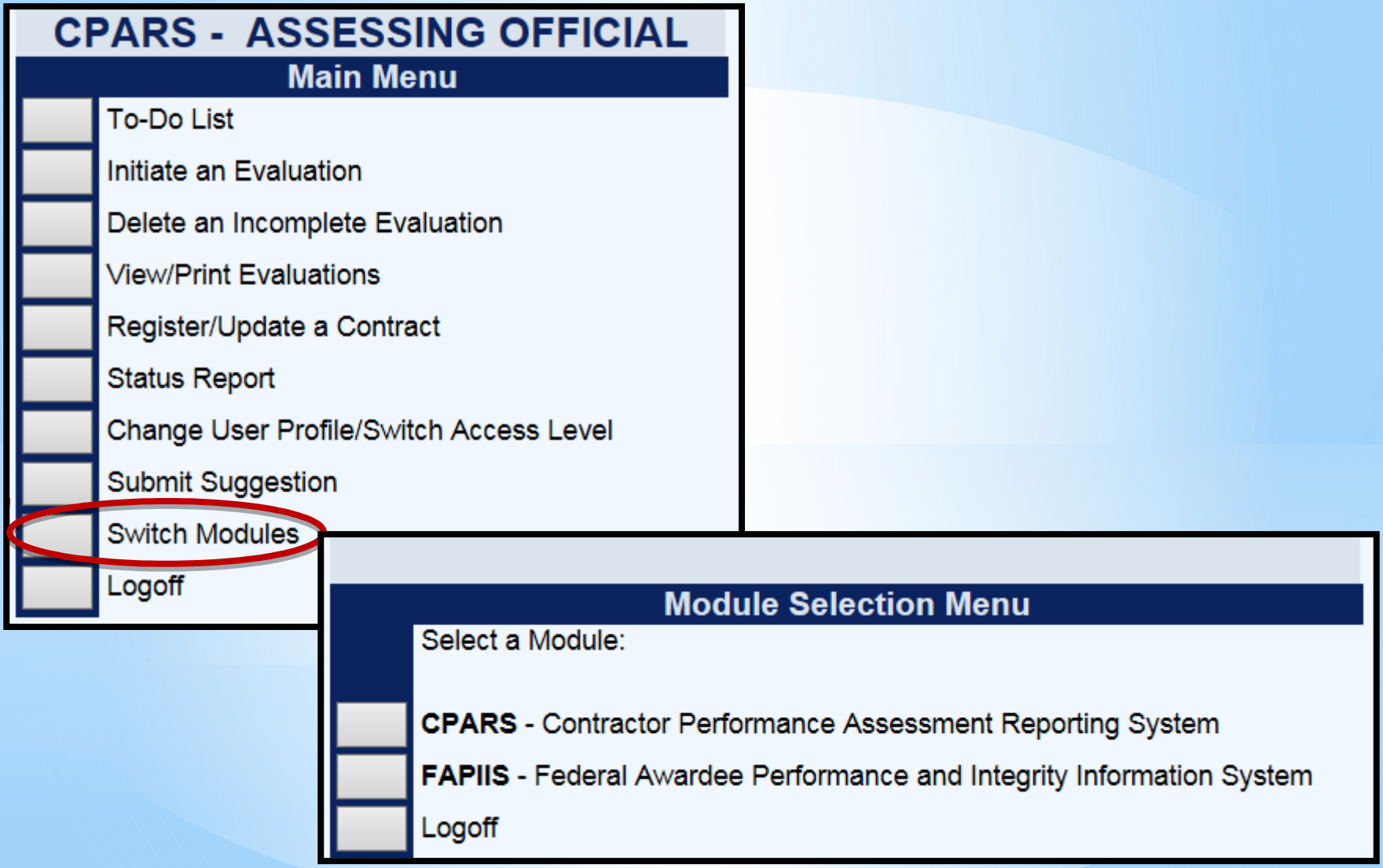


User Profile Menu





Switch Modules



Customer Support & Website

- ✓Customer Support Desk
  - Monday – Friday: 6:30 am – 6:00 pm ET
  - Commercial: 207-438-1690
  - Email: webptsmh@navy.mil
- ✓CPARS Website: https://www.cpars.gov
  - System Logon
  - Guidance for CPARS Document
  - User Manual
  - Training Information
  - Quality Checklist
  - FAQs

Next Steps

- ✓ Evaluate All Eligible Contracts and Orders
- ✓ Complete Evaluations in a Timely Manner
- ✓ Improve Detail and Quality of Narratives
  - Ratings Must be Credible and Justified

THANK
YOU !